

Canada Border Services Agency Agence des services frontaliers du Canada



BID EVALUATION PROCEDURES



Contracting Operations - Strategic Procurement and Materiel Management

December 1, 2017

PROTECTION • SERVICE • INTEGRITY

Canada

1. Effective Date

This document is in effect December 1, 2017.

2. Purpose and Scope

This document is intended to communicate a procedures for bid evaluations within the HQ Strategic Procurement and Materiel Management Division (SPMMD).

3. Application

This document applies to HQ procurement and contracting officers within SPMMD.

4. Background

The objective of the evaluation process is to prepare, in an objective, fair and defensible manner, a recommendation to the Canada Border Services Agency (CBSA) that a contract be awarded to a supplier whose bid provides the best value to the Crown, as determined in the solicitation. The is document details the methods, procedures and reporting structures to be employed in meeting objectives, based on the Request for Proposal (RFP) and the RFP amendments.

5. Non-Compliance

Failure to comply with this document could compromise the integrity of the procurement process and may result in the cancellation and re-solicitation of the requirement.

6. General

Bid evaluation must be performed with integrity in an open, fair and honest manner and in accordance with the bid evaluation procedures outlined in the RFP.

The evaluation team shall only be made up of representatives of the Government of Canada unless specified otherwise in the solicitation. Should the evaluation team wish to include a consultant or party non-representative of the Government of Canada in the conduct of these evaluations they must obtain written consent from the Contracting Authority. The Contracting Authority will first ensure that the consultant, or party non-representative of the Government of Canada, is not in a real, an apparent or a potential conflict of interest and further ensure that they have signed a non-disclosure agreement.

The evaluation team must consist of three (3) or more evaluators, of an uneven number, to ensure that a consensus can be achieved.

The qualification and experience of the evaluation team members should be compatible with the nature of the requirement. All members of the evaluation team are jointly responsible for the evaluation of the bids. Evaluators must ensure that all bidders are subjected to the same conditions and considerations.

There shall be neither formal nor informal communications with any bidder during the evaluation except written clarification questions as specified under section 10 of this document. Should the evaluation team have any questions, they must be directed to the Contracting Authority.

It is necessary that a complete audit trail be maintained of all decisions related to the Evaluation Process, including the rationale for each assessment. The methodology for establishing and maintaining audit trails is covered throughout this document.

7. Requirements

Contracting Officers **must** obtain signed copies of Annex A - Acceptance of Evaluation Directive, Conflict Of Interest And Non-Disclosure Certification in advance of releasing bids.

The Contracting Officer should host a kick-off meeting where they provide the evaluation team with the technical bids, summarize the evaluation teams' roles and responsibilities and obtain sign-off on Annex A.

8. Security, Conflict Of Interest and Non-Disclosure Agreement

A. The sensitive nature of bid evaluation requires the application of stringent security measures throughout the process. Premature or unauthorized disclosure of information could jeopardize the entire evaluation proceedings. The overall responsibility for security rests with the personnel involved in the evaluation process.

Bids and written evaluations are, at a minimum, considered Protected B documents and shall **be stored in locked file cabinets** when not in use.

To protect the confidentiality of the evaluation process:

- a strict "need to know" policy must apply; and
- members of the evaluation team must not discuss evaluation materials or results:
  - ✓ with the trade;
  - ✓ with any bidder;
  - ✓ with any third party or any other party not involved in the evaluation;
  - ✓ while outside their allocated work space at the evaluation site; or
  - ✓ outside their own evaluation team, except as required by the evaluation process.

B. All participants to the evaluation are required to sign Annex A - Acceptance of Evaluation Directive, Conflict Of Interest And Non-Disclosure Certification. The agreement must be signed and provided to the Contracting Officer. During the evaluation, should a team member identify that he/she is in a conflict of interest with any bidder or individuals proposed, the team member is to advise the Lead Evaluator and withdraw from the evaluation. The Lead Evaluator shall advise the Contracting Officer and must find a suitable replacement.

9. Technical Evaluation

The applicable documents for the evaluation process include the following:

- Bids received from the bidders;
- Solicitation documents;
- Individual Evaluation Worksheets and Consensus Evaluation Worksheets; and
- Bid Evaluation Procedures.

The evaluation of the bids must be conducted based on the information presented in the bid and must not be based on information available from third party sources.

A. Mandatory Criteria Evaluation

For each bid received, each evaluator will independently evaluate the mandatory requirements and complete an Individual Evaluation Worksheet for the Mandatory Requirements. Prior to proceeding to the evaluation of point rated criteria the results of the mandatory evaluation should be reviewed and consensus reached.

B. Point Rated Criteria Evaluation

Evaluation Report Form - Rated Requirements (individual evaluation)

For each responsive bid received, each evaluator will independently evaluate the point-rated requirements and complete an Individual Evaluation Worksheet for the point-rated requirements.

The evaluation team shall convene and proceed with the collective assessment of the point-rated requirements for each bid meeting the mandatory criteria. The team must agree on a final rating for each rated criterion through consensus and must complete the Consensus Evaluation Worksheet. Consensus is to be reached through discussion of the weaknesses and strengths of each bid and a supportable rating allocated by the evaluation team, as applicable.

The Contracting Authority may accept or challenge scoring and/or remarks forming part of the Consensus Evaluation Worksheet. Any inconsistencies identified by the Contracting Authority are to be addressed by the evaluation team.

10. Clarifications

A clarification is an explanation of some existing aspect of a bid that does not amount to a revision or modification of the bid.

During the bid evaluation process, it may be necessary to seek clarifications in order to finalize the evaluation. There may be instances where the technical bid does not clearly address all aspects of the bid solicitation document and/or Statement of Work, and minor clarifications to remove any ambiguities will be required.

Clarifications can be used to determine the correct interpretation deemed necessary in order to permit evaluators to arrive at a meaningful score. Clarifications can also be made after the point rating is completed as a final measure to ensure both the bidder and the Crown are in agreement with what is required and what is offered.

Clarification questions shall be limited to queries on documentation which bidders have been asked to provide as per the bid solicitation document and shall be directed to the CBSA Contracting Authority. The Contracting Authority is the only one authorized to clarify with the bidder.

The clarification process must not give any bidder an advantage over the others or alternatively, disadvantage them over others and in no event can clarifications alter the price quoted or allow for any change to a bid. Clarification questions shall not be used as a vehicle to give a bidder the opportunity to correct for items assessed as being non-responsive, nor shall they be used as a means to gather new information for improving the bid rating.

If there are any doubts whether the information requested could constitute either a bid clarification or a bid change, the Contracting Authority may request a legal opinion.

11. Reference Checks and Interviews

Should the evaluation team feel that it is necessary to check references or conduct interviews because the authenticity or accuracy of the information presented in the bid is called into question, the Lead Evaluator must immediately contact the Contracting Authority. The Contracting Authority will review the RFP to ensure that CBSA has the right to contact references or conduct interviews. If this is allowed in the RFP, the Contracting Authority will contact the references or set-up the interview on behalf of the evaluation team. The reference check or interview will serve to validate or refute the information presented in the bid.

12. Financial Evaluation

The Contracting Authority will review the financial bids received.

13. Enquiries

Enquiries regarding this document should be addressed to:

Manager, Contracting Operations
Strategic Procurement and Materiel Management Division

ANNEX A

Acceptance of Evaluation Directive, Conflict of Interest and Non-Disclosure Certification

Prior to the release of the technical bids, all members of the evaluation team must sign this Annex.

BY SIGNING BELOW,

The evaluator(s) certifies that he/she:

- ✓ Has read, understands and agrees to fully comply with the evaluation procedures set out in this document.
- ✓ Has no real, apparent or potential conflict of interest with any bidder, their employees or subcontractors. For example:
  - i) You are not related, about to be related, or were formerly related, to any of the parties involved in this solicitation;
  - ii) You do not have a relationship or a connection with any of bidders, their employees or subcontractors that would cast doubt on your neutrality/objectivity; and
  - iii) You do not have an invested personal interest in the outcome of this matter.
- ✓ Has not provided any of the bidders, their employees or subcontractors with information that would have otherwise provided them with an unfair advantage in bidding on this solicitation including but not limited to advance heeding of the solicitation; involvement in the development of the Statement of Work and Evaluation Criteria. Or alternatively, has not disadvantaged any of the bidders, their employees or subcontractors.
- ✓ Will not reveal his/her identity as an evaluator to anyone outside the CBSA; and
- ✓ Will not reveal any information related to this RFP and the bids at any time to anyone outside the CBSA.

The evaluator(s) understands that bid information is to be divulged only to government officials authorized to participate in this procurement and agrees that none of this information is to be divulged to, or discussed with, the trade.

EVALUATION TEAM:

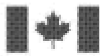
PRINT NAME: **SIGNATURE**: **DATE**:

Melanie Allison ____

____

____

____

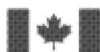


Canada Border Services Agency | Agence des services frontaliers du Canada

BID OPENING DOCUMENT		
RFP No.	1000354702	
Closing Date and Time:	December 15, 2020 at 2:00pm	
Project Title	TSPS SA – Senior Staffing Consultant	
Administrative Checks:	Technical Proposals (1 soft copy)	x
	Financial Proposals (1 soft copy)	x
	Certifications (1 soft copy)	x
	Signed Proposal	x

	INVITED SUPPLIERS	BID DATE RECEIVED	TIME RECEIVED
1	Adirondack Information Management Inc., The AIM Group Inc. in Joint Venture		
2	ADRM Technology Consulting Group Corp. and Randstad Interim Inc		
3	Altis Human Resources (Ottawa) Inc.		
4	Altis Human Resources (Ottawa) Inc., Excel Human Resources Inc., and Altis Human Resources Inc., in Joint Venture		
5	Hackett Consulting Inc.		
6	KORN FERRY (CA) LTD. KORN FERRY (CA) LTEE.		
7	Maplesoft Consulting Inc.		
8	MaxSys Staffing & Consulting Inc.		
9	MGIS Inc., B D M K Consultants Inc IN JOINT VENTURE		
10	Newfound Recruiting Corporation		
11	Portage Personnel Inc.		
12	Samson & Associés CPA/Consultation Inc		
13	Samson RH Inc.		
14	STERLING BACKCHECK CANADA CORP.		
15	VidCruiter Inc.		
16	Mindwire Systems Ltd.		
17	Altruistic Informatics Consulting Inc.		
18	PricewaterhouseCoopers LLP (PwC)		
19	HDP Group Inc.		
20	Maverin Business Services		
21	Promaxis Systems Inc.		
22	IT/NET OTTAWA INC, KPMG LLP, in joint venture		
23	Turtle Island Staffing Inc.		
24	8513929 Canada Inc.		
25	QMR Staffing Solutions Incorporated		
26	Raymond Chabot Grant Thornton Consulting Inc.		
27	The Right Door Consulting & Solutions Incorporated		

Contracting Authority:	Meagan Leclair		
Signature:	LECLAIR MEAGAN Digitally signed by LECLAIR MEAGAN Date: 2020.12.15 14:37:35 -05'00'	Date:	2020-12-15



Canada Border Services Agency | Agence des services frontaliers du Canada

GUIDELINES FOR BID EVALUATION

Contracting Authority:	Meagan Leclair
Client:	Melanie Allison
Solicitation No.:	1000354702

INTRODUCTION

The objective of the evaluation process is to prepare, in an objective, fair and defensible manner, a recommendation to the Canada Border Services Agency (CBSA) that a Contract be awarded to a supplier whose bid proposal provides the best value to the Crown, as determined in the evaluation procedures. This Evaluation Directive details the methods, procedures and reporting structures to be employed in meeting that objective, based on the Request for Proposal (RFP) and the RFP Amendments.

1.0 GENERAL

Bid evaluation must be performed with integrity in an open, fair and honest manner and in accordance with the bid evaluation procedures. The Evaluation Report Form is based on the evaluation criteria and procedures contained in the solicitation document and the scoring grid developed prior to the issuance of the solicitation.

The evaluation team shall only be made up of representatives of the Government of Canada. Should the evaluation team wish to include a consultant or party non-representative of the Government of Canada in the conduct of these evaluations they shall get written consent from the Contracting Authority. The Contracting Authority will first ensure that the consultant is not in a real and apparent conflict of interest and further ensure that they have signed a non-disclosure agreement.

The qualification and experience of the evaluation team members should be compatible with the nature of the requirement. All members of the evaluation team are jointly responsible for the evaluation of the bids. Evaluators must ensure that all bidders are subjected to the same conditions and considerations.

There shall be neither formal nor informal communications with any bidder during the evaluation except written clarification questions as specified under article 4.0.

It is necessary that a complete audit trail be maintained of all decisions related to the Evaluation Process, including the rationale for each assessment. The methodology for establishing and maintaining audit trails is covered throughout this document.

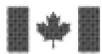
2.0 SECURITY, CONFLICT OF INTEREST AND NON-DISCLOSURE AGREEMENT

A. The sensitive nature of bid evaluation requires the application of stringent security measures throughout the process. Premature or unauthorized disclosure of information could jeopardize the entire evaluation proceedings. The overall responsibility for security rests with the personnel involved in the evaluation process.

Bids and written evaluations shall be stored in locked file cabinets when not in use.

To protect the confidentiality of the evaluation process:

- a strict "need to know" policy shall apply;
- members of the evaluation team shall not discuss evaluation material or results:
  - with the trade;
  - with any bidder;
  - with any third party or any other party not involved in the evaluation;
  - while outside their allocated work space at the evaluation site; or
  - outside their own evaluation team, except as required by the evaluation process.



Canada Border Services Agency | Agence des services frontaliers du Canada

B. All participants to the evaluation will be required to sign Annex "A" (Conflict of Interest and Non-Disclosure Agreement). The signed agreement must be signed and provided to the CBSA Contracting Officer. During the evaluation, should a team member identify a conflict of interest with any Bidder or individuals proposed, the team member is to advise the Lead Evaluator and withdraw from the evaluation. The Lead Evaluator shall advise the CBSA Contracting Officer, and find a suitable replacement.

3.0 TECHNICAL EVALUATION

The applicable documents for the evaluation process include the following:

- Proposals received from the Bidders
- Client worksheets and Evaluation Summary report
- Evaluation Guidelines

A. Mandatory Criteria Evaluation

For each bid received, each evaluator will independently evaluate the mandatory requirements and complete an Evaluation Grid for the Mandatory Requirements. Prior to proceeding to the evaluation of point rated criteria the results of the mandatory evaluation should all be met.

B. Point Rated Criteria Evaluation

Evaluation Report Form - Rated Requirements (individual evaluation)

For each responsive bid received, each evaluator will independently evaluate the point rated requirements and complete an Evaluation Grid for the Rated Requirements.

The evaluation team shall convene and proceed with the collective assessment of the point rated requirements for each bid meeting the mandatory criteria. The team must agree on a final rating for each rated criterion through consensus. Consensus is to be reached through discussion of the weaknesses and strengths of each bid and a supportable rating allocated by the evaluation team, as applicable.

The Contracting Authority may accept or challenge scoring and/or remarks forming part of the Evaluation Report Form. Any inconsistencies identified by the Contracting Authority are to be addressed by the evaluation committee.

4.0 CLARIFICATION(S):

A clarification is an explanation of some existing aspect of a bid that does not amount to a revision or modification of the bid.

During the bid evaluation process, it may be necessary to seek clarifications in order to finalize the evaluation. There may be instances where the technical bid does not clearly address all aspects of the bid solicitation document and/or Statement of Work, and minor clarifications to remove any ambiguities will be required.

Clarifications can be used to determine the correct interpretation deemed necessary in order to permit evaluators to arrive at a meaningful score. Clarifications can also be made after the point rating is completed as a final measure to ensure both the bidder and the Crown are in agreement with what is required and what is offered.

Clarification questions shall be limited to queries on documentation which bidders have been asked to provide as per the bid solicitation document and ***shall be directed to the CBSA Contractual Authority***. The Contracting Authority is the only one authorized to clarify with the bidder.

The clarification process must not give any bidder an advantage over the others and in no event can clarifications alter the price quoted or allow for any change to a bid. Clarification questions shall not be used as a vehicle to give a bidder the opportunity to correct for items assessed as being non-responsive, nor shall they be used as a means to gather new information for improving the bid rating. If there are any doubts whether the information requested could constitute either a bid clarification or a bid change, the Contracting Authority may request a legal opinion.

5.0 FINANCIAL EVALUATION

The Contracting Authority will review the financial bids received.

6.0 CERTIFICATION REVIEW

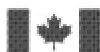
The Contracting Authority will conduct the certification review of the responsive bids received.

7.0 CONDITIONS PRECEDENT TO CONTRACT AWARD

The Contracting Authority will conduct the “Conditions Precedent to Contract Award” evaluation of responsive bids received.

8.0 DETERMINATION OF WINNING BIDDER

The Contracting Authority will determine the winning bidder, in accordance with the method of selection described in the RFP.



Canada Border Services Agency | Agence des services frontaliers du Canada

ANNEX A

ACCEPTANCE OF EVALUATION DIRECTIVE, CONFLICT OF INTEREST AND NON-DISCLOSURE CERTIFICATION

Prior to the release of the technical bids, all members of the evaluation team must sign this Annex.

BY SIGNING BELOW,

The evaluator(s) certifies that he/she:

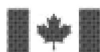
- ✓ Has read, understand and agree to fully comply with the Evaluation Directive set out in this document;
- ✓ Has no potential of conflict of interest with any **Bidder and/or their proposed resource(s),** will immediately divulge any such conflict and will not participate in the evaluation of the offer of that bid, furthermore, the evaluator represents and warrants that he/she is not in a situation of conflict of interest that would render him/her unable to provide impartial evaluation of the bids, or affect or otherwise impair its objectivity in performing the evaluation of the bids
- ✓ Will not reveal his/her identity as an evaluator to anyone outside the CBSA; and
- ✓ Will not in reveal any information related to this RFP at any time to anyone outside the CBSA.

Name of Bidder(s) and their Proposed Resource(s):

The evaluator(s) understands that bid information is to be divulged only to government officials authorized to participate in this procurement and agrees that none of this information is to be divulged to, or discussed with, the trade.

EVALUATION TEAM:

PRINT NAME	SIGNATURE	DATE
Julie Roy	Julie Roy	Dec. 18, 2020



Canada Border Services Agency | Agence des services frontaliers du Canada

GUIDELINES FOR BID EVALUATION

Contracting Authority:	Meagan Leclair
Client:	Melanie Allison
Solicitation No.:	1000354702

INTRODUCTION

The objective of the evaluation process is to prepare, in an objective, fair and defensible manner, a recommendation to the Canada Border Services Agency (CBSA) that a Contract be awarded to a supplier whose bid proposal provides the best value to the Crown, as determined in the evaluation procedures. This Evaluation Directive details the methods, procedures and reporting structures to be employed in meeting that objective, based on the Request for Proposal (RFP) and the RFP Amendments.

1.0 GENERAL

Bid evaluation must be performed with integrity in an open, fair and honest manner and in accordance with the bid evaluation procedures. The Evaluation Report Form is based on the evaluation criteria and procedures contained in the solicitation document and the scoring grid developed prior to the issuance of the solicitation.

The evaluation team shall only be made up of representatives of the Government of Canada. Should the evaluation team wish to include a consultant or party non-representative of the Government of Canada in the conduct of these evaluations they shall get written consent from the Contracting Authority. The Contracting Authority will first ensure that the consultant is not in a real and apparent conflict of interest and further ensure that they have signed a non-disclosure agreement.

The qualification and experience of the evaluation team members should be compatible with the nature of the requirement. All members of the evaluation team are jointly responsible for the evaluation of the bids. Evaluators must ensure that all bidders are subjected to the same conditions and considerations.

There shall be neither formal nor informal communications with any bidder during the evaluation except written clarification questions as specified under article 4.0.

It is necessary that a complete audit trail be maintained of all decisions related to the Evaluation Process, including the rationale for each assessment. The methodology for establishing and maintaining audit trails is covered throughout this document.

2.0 SECURITY, CONFLICT OF INTEREST AND NON-DISCLOSURE AGREEMENT

A. The sensitive nature of bid evaluation requires the application of stringent security measures throughout the process. Premature or unauthorized disclosure of information could jeopardize the entire evaluation proceedings. The overall responsibility for security rests with the personnel involved in the evaluation process.

Bids and written evaluations shall be stored in locked file cabinets when not in use.

To protect the confidentiality of the evaluation process:

- a strict “need to know” policy shall apply;
- members of the evaluation team shall not discuss evaluation material or results:
    - with the trade;
    - with any bidder;
    - with any third party or any other party not involved in the evaluation;
    - while outside their allocated work space at the evaluation site; or
    - outside their own evaluation team, except as required by the evaluation process.

B. All participants to the evaluation will be required to sign Annex "A" (Conflict of Interest and Non-Disclosure Agreement). The signed agreement must be signed and provided to the CBSA Contracting Officer. During the evaluation, should a team member identify a conflict of interest with any Bidder or individuals proposed, the team member is to advise the Lead Evaluator and withdraw from the evaluation. The Lead Evaluator shall advise the CBSA Contracting Officer, and find a suitable replacement.

3.0 TECHNICAL EVALUATION

The applicable documents for the evaluation process include the following:

- Proposals received from the Bidders
- Client worksheets and Evaluation Summary report
- Evaluation Guidelines

A. Mandatory Criteria Evaluation

For each bid received, each evaluator will independently evaluate the mandatory requirements and complete an Evaluation Grid for the Mandatory Requirements. Prior to proceeding to the evaluation of point rated criteria the results of the mandatory evaluation should all be met.

B. Point Rated Criteria Evaluation

Evaluation Report Form - Rated Requirements (individual evaluation)

For each responsive bid received, each evaluator will independently evaluate the point rated requirements and complete an Evaluation Grid for the Rated Requirements.

The evaluation team shall convene and proceed with the collective assessment of the point rated requirements for each bid meeting the mandatory criteria. The team must agree on a final rating for each rated criterion through consensus. Consensus is to be reached through discussion of the weaknesses and strengths of each bid and a supportable rating allocated by the evaluation team, as applicable.

The Contracting Authority may accept or challenge scoring and/or remarks forming part of the Evaluation Report Form. Any inconsistencies identified by the Contracting Authority are to be addressed by the evaluation committee.

4.0 CLARIFICATION(S):

A clarification is an explanation of some existing aspect of a bid that does not amount to a revision or modification of the bid.

During the bid evaluation process, it may be necessary to seek clarifications in order to finalize the evaluation. There may be instances where the technical bid does not clearly address all aspects of the bid solicitation document and/or Statement of Work, and minor clarifications to remove any ambiguities will be required.

Clarifications can be used to determine the correct interpretation deemed necessary in order to permit evaluators to arrive at a meaningful score. Clarifications can also be made after the point rating is completed as a final measure to ensure both the bidder and the Crown are in agreement with what is required and what is offered.

Clarification questions shall be limited to queries on documentation which bidders have been asked to provide as per the bid solicitation document and ***shall be directed to the CBSA Contractual Authority***. The Contracting Authority is the only one authorized to clarify with the bidder.

The clarification process must not give any bidder an advantage over the others and in no event can clarifications alter the price quoted or allow for any change to a bid. Clarification questions shall not be used as a vehicle to give a bidder the opportunity to correct for items assessed as being non-responsive, nor shall they be used as a means to gather new information for improving the bid rating. If there are any doubts whether the information requested could constitute either a bid clarification or a bid change, the Contracting Authority may request a legal opinion.

5.0 FINANCIAL EVALUATION

The Contracting Authority will review the financial bids received.

6.0 CERTIFICATION REVIEW

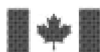
The Contracting Authority will conduct the certification review of the responsive bids received.

7.0 CONDITIONS PRECEDENT TO CONTRACT AWARD

The Contracting Authority will conduct the "Conditions Precedent to Contract Award" evaluation of responsive bids received.

8.0 DETERMINATION OF WINNING BIDDER

The Contracting Authority will determine the winning bidder, in accordance with the method of selection described in the RFP.



Canada Border Services Agency | Agence des services frontaliers du Canada

ANNEX A

ACCEPTANCE OF EVALUATION DIRECTIVE, CONFLICT OF INTEREST AND NON-DISCLOSURE CERTIFICATION

Prior to the release of the technical bids, all members of the evaluation team must sign this Annex.

BY SIGNING BELOW,

The evaluator(s) certifies that he/she:

- ✓ Has read, understand and agree to fully comply with the Evaluation Directive set out in this document;
- ✓ Has no potential of conflict of interest with any **Bidder and/or their proposed resource(s),** will immediately divulge any such conflict and will not participate in the evaluation of the offer of that bid, furthermore, the evaluator represents and warrants that he/she is not in a situation of conflict of interest that would render him/her unable to provide impartial evaluation of the bids, or affect or otherwise impair its objectivity in performing the evaluation of the bids
- ✓ Will not reveal his/her identity as an evaluator to anyone outside the CBSA; and
- ✓ Will not in reveal any information related to this RFP at any time to anyone outside the CBSA.

Name of Bidder(s) and their Proposed Resource(s):

EVALUATION TEAM:

PRINT NAME	SIGNATURE	DATE
Marie-Josée Poirier	Marie-Josée Poirier	07/12/2020

CONSENSUS EVALUATION

SOLICITATION No.:	1000354702	TITLE:	TSPS SA - Senior Staffing Consultant
NAME OF BIDDER:		RESOURCE NAME:	
NAME OF BIDDER:		RESOURCE NAME:	
NAME OF BIDDER:		RESOURCE NAME:	
NAME OF BIDDER:		RESOURCE NAME:	
NAME OF BIDDER:		RESOURCE NAME:	

Evaluator 1:	Julie Roy	Signature:	
Evaluator 2:	Marie-Josee Poirier	Signature:	
Evaluator 3:	Meaghan Charlyne Conrod	Signature:	
Contracting Officer	Meagan Leclair	Signature:	



Canada Border Services Agency | Agence des services frontaliers du Canada

1. MANDATORY TECHNICAL CRITERIA (Adirondack Information Management Inc., The AIM Group Inc. JV)

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement. Mandatory requirements are evaluated on a simple pass or fail basis. Failure by a Bidder to meet any one of the mandatory requirements will render the Bidder's proposal non-responsive and will not be given further consideration. The treatment of mandatory requirements in any procurement process is absolute. Each criterion should be addressed separately and the criterion not addressed will be considered as "Not Met".

1.1 Senior Staffing Consultant

NAME OF RESOURCE: Adirondack Information Management Inc., The AIM Group Inc. JV:

#	Mandatory Technical (MT) Criteria	Bidder's Response	
		Comments	Met/Not Met
MT1	The Bidder must demonstrate that the proposed resource meets the requirement of the PSPC TSPS Supply Arrangement Flexible Grid for Staffing Consultant: The Flexible Grid represents a combination of education and experience. A Senior Level Staffing Consultant must have a minimum score of 95. Resource score : 110 Bidder must provide proof of education and experience at bid closing. The Certification must be relevant to the field of application. Acceptable certifications include but are not limited to those on the following list. Whether listed or not, it is incumbent upon the Bidder to demonstrate the relevance of professional certification(s) to the proposed work. • Certified Staffings (HR) Professional (CHRP) • International Personnel Management Association Certified Professional (IPMA-CP) • International Personnel Management Association Certified Specialist (IPMA-CS) • Successful completion of the Public Service Commission Appointment Framework Knowledge Test • Accreditation in Classification in the Federal Public Service Context • Formal training on the Federal Public Service Classification Standard • PSC Staffing Certification (issued up to Dec. 2005) • National Staffing Council Certification		Met
MT2	The Proposed Resource must have prepared the documentation and managed a minimum of five (5) competitions in the last 60 months that must meet the		Met

NAME OF RESOURCE: Adirondack Information Management Inc., The AIM Group Inc. JV:			
#	Mandatory Technical (MT) Criteria	Bidder's Response	
		Comments	Met/Not Met
	Qualification standards for the core public administration by occupational group or classification.		
MT3	The Proposed Resource must have managed a minimum of five (5) competitions in the last 60 months for classification groups in the Information Management (IM) or Information Technology (IT) stream in the Federal, Provincial or Municipal Government.		Met
MT4	The Proposed Resource must have experience managing a minimum of three (3) competitions in the last 60 months involving an external process open to the public.		Met

2. POINT RATED TECHNICAL CRITERIA (Adirondack Information Management Inc., The AIM Group Inc. JV)

Each Technical Bid that meets all the Mandatory Requirements specified above will be evaluated and scored in accordance with the following point-rated evaluation criteria tables. Beside each of the criterion, the Bidder should write the relevant page number(s) from its proposal, which addresses the requirement identified in the criterion. Each criterion should be addressed separately. Point rated technical criterion not addressed will be given a score of zero. The proposed resource will be evaluated against the point rated criteria and must meet the minimum score.

2.1 Senior Staffing Consultant

NAME OF RESOURCE: Adirondack Information Management Inc., The AIM Group Inc. JV:				
#	Rated Technical Criteria	Scoring Methodology	Points	Comments
RT1	Further to M2, the Proposed Resource should have additional experience preparing the documentation and managing competitions in the last 60 months that must meet the Qualification standards for the core public administration by occupational group or classification, with at least one (1) for the Computer Systems (CS) group. For each additional competition in the last 60 months that meet the criteria 1 point will be assigned to a maximum of 4 points overall.	One (1) additional competition: 1 Two (2) additional competitions: 2 Three (3) additional competitions: 3 Four (4) additional competitions: 4		
RT2	Further to M3, the Proposed Resource should have experience managing competitions in the last 60 months for classification groups in the Information Management (IM) or Information	One (1) additional competition: 1 Two (2) additional competitions: 2		

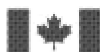
NAME OF RESOURCE: Adirondack Information Management Inc., The AIM Group Inc. JV:

#	Rated Technical Criteria	Scoring Methodology	Points	Comments
	Technology (IT) streams in the Federal, Provincial or Municipal Government. For each additional competition in the last 60 months that meet the criteria 1 point will be assigned to a maximum of 6 points overall.	Three (3) additional competitions — 3 Four (4) additional competitions — 4 Five (5) additional competitions — 5 Six (6) additional competitions — 6		
RT3	Further to M4, the Proposed Resource should have additional experience managing competitions in the last 60 months involving an external process, open to the public. For each additional competition in the last 60 months that meet the criteria 1 point will be assigned to a maximum of 4 points overall.	One (1) additional competition — 1 Two (2) additional competitions — 2 Three (3) additional competitions — 3 Four (4) additional competitions — 4		
RT4	The Proposed Resource should have experience managing competitions in the last 60 months that require for each of the competitions all of the following activities: a) Create and monitor a project plan b) Propose evaluation strategies and supporting material; c) Propose rating guides; d) Draft posters/job advertisements; e) coordinating and administrating tests, interviews; coordinating and completing the reference check etc. f) compiling and preparing the final board reports and finalizing the results of the processes For each competition in the last 60 months that meet this criteria 1 point will be assigned to a maximum of 6 points overall.	One (1) additional competition — 1 Two (2) additional competitions — 2 Three (3) additional competitions — 3 Four (4) additional competitions — 4 Five (5) additional competitions — 5 Six (6) additional competitions — 6		
		Total Available points:	20	
		Minimum Total Overall Points Required to be declared responsive:	14	
		Total achieved:	20	

		Rating Technical Merit (70%) and Price (30%)	
		Bidder 1: **Adirondack Information Management Inc., The AIM Group Inc. in Joint Venture**	**Bidder 2:**
Overall Technical Score			
Bid Evaluated Price			
Calculations	**Technical Merit Score**	70	
	Pricing Score	30	
Combined Rating		100	
Overall Rating		1	2

LECLAIR MEAGAN

Digitally signed by LECLAIR MEAGAN
DN: C=ca, O=gc, OU=ccra-adrc, OU=PERSONNEL, CN=LECLAIR MEAGAN + SERIALNUMBER=2017348101939252
Reason: I am the author of this document
Location: your signing location here
Date: 2021-01-06 09:57:36
Foxit PhantomPDF Version: 10.0.1



Canada Border Services Agency   Agence des services frontaliers du Canada

GUIDELINES FOR BID EVALUATION

Contracting Authority:	Meagan Leclair
Client:	Melanie Allison
Solicitation No.:	1000354702

INTRODUCTION

The objective of the evaluation process is to prepare, in an objective, fair and defensible manner, a recommendation to the Canada Border Services Agency (CBSA) that a Contract be awarded to a supplier whose bid proposal provides the best value to the Crown, as determined in the evaluation procedures. This Evaluation Directive details the methods, procedures and reporting structures to be employed in meeting that objective, based on the Request for Proposal (RFP) and the RFP Amendments.

1.0 GENERAL

Bid evaluation must be performed with integrity in an open, fair and honest manner and in accordance with the bid evaluation procedures. The Evaluation Report Form is based on the evaluation criteria and procedures contained in the solicitation document and the scoring grid developed prior to the issuance of the solicitation.

The evaluation team shall only be made up of representatives of the Government of Canada. Should the evaluation team wish to include a consultant or party non-representative of the Government of Canada in the conduct of these evaluations they shall get written consent from the Contracting Authority. The Contracting Authority will first ensure that the consultant is not in a real and apparent conflict of interest and further ensure that they have signed a non-disclosure agreement.

The qualification and experience of the evaluation team members should be compatible with the nature of the requirement. All members of the evaluation team are jointly responsible for the evaluation of the bids. Evaluators must ensure that all bidders are subjected to the same conditions and considerations.

There shall be neither formal nor informal communications with any bidder during the evaluation except written clarification questions as specified under article 4.0.

It is necessary that a complete audit trail be maintained of all decisions related to the Evaluation Process, including the rationale for each assessment. The methodology for establishing and maintaining audit trails is covered throughout this document.

2.0 SECURITY, CONFLICT OF INTEREST AND NON-DISCLOSURE AGREEMENT

A. The sensitive nature of bid evaluation requires the application of stringent security measures throughout the process. Premature or unauthorized disclosure of information could jeopardize the entire evaluation proceedings. The overall responsibility for security rests with the personnel involved in the evaluation process.

Bids and written evaluations shall be stored in locked file cabinets when not in use.

To protect the confidentiality of the evaluation process:

- a strict "need to know" policy shall apply;
- members of the evaluation team shall not discuss evaluation material or results:
    - with the trade;
    - with any bidder;
    - with any third party or any other party not involved in the evaluation;
    - while outside their allocated work space at the evaluation site; or
    - outside their own evaluation team, except as required by the evaluation process.

B. All participants to the evaluation will be required to sign Annex "A" (Conflict of Interest and Non-Disclosure Agreement). The signed agreement must be signed and provided to the CBSA Contracting Officer. During the evaluation, should a team member identify a conflict of interest with any Bidder or individuals proposed, the team member is to advise the Lead Evaluator and withdraw from the evaluation. The Lead Evaluator shall advise the CBSA Contracting Officer, and find a suitable replacement.

3.0 TECHNICAL EVALUATION

The applicable documents for the evaluation process include the following:

- Proposals received from the Bidders
- Client worksheets and Evaluation Summary report
- Evaluation Guidelines

A. Mandatory Criteria Evaluation

For each bid received, each evaluator will independently evaluate the mandatory requirements and complete an Evaluation Grid for the Mandatory Requirements. Prior to proceeding to the evaluation of point rated criteria the results of the mandatory evaluation should all be met.

B. Point Rated Criteria Evaluation

Evaluation Report Form - Rated Requirements (individual evaluation)

For each responsive bid received, each evaluator will independently evaluate the point rated requirements and complete an Evaluation Grid for the Rated Requirements.

The evaluation team shall convene and proceed with the collective assessment of the point rated requirements for each bid meeting the mandatory criteria. The team must agree on a final rating for each rated criterion through consensus. Consensus is to be reached through discussion of the weaknesses and strengths of each bid and a supportable rating allocated by the evaluation team, as applicable.

The Contracting Authority may accept or challenge scoring and/or remarks forming part of the Evaluation Report Form. Any inconsistencies identified by the Contracting Authority are to be addressed by the evaluation committee.

4.0 CLARIFICATION(S):

A clarification is an explanation of some existing aspect of a bid that does not amount to a revision or modification of the bid.

During the bid evaluation process, it may be necessary to seek clarifications in order to finalize the evaluation. There may be instances where the technical bid does not clearly address all aspects of the bid solicitation document and/or Statement of Work, and minor clarifications to remove any ambiguities will be required.

Clarifications can be used to determine the correct interpretation deemed necessary in order to permit evaluators to arrive at a meaningful score. Clarifications can also be made after the point rating is completed as a final measure to ensure both the bidder and the Crown are in agreement with what is required and what is offered.

Clarification questions shall be limited to queries on documentation which bidders have been asked to provide as per the bid solicitation document and ***shall be directed to the CBSA Contractual Authority***. The Contracting Authority is the only one authorized to clarify with the bidder.

The clarification process must not give any bidder an advantage over the others and in no event can clarifications alter the price quoted or allow for any change to a bid. Clarification questions shall not be used as a vehicle to give a bidder the opportunity to correct for items assessed as being non-responsive, nor shall they be used as a means to gather new information for improving the bid rating. If there are any doubts whether the information requested could constitute either a bid clarification or a bid change, the Contracting Authority may request a legal opinion.

5.0 FINANCIAL EVALUATION

The Contracting Authority will review the financial bids received.

6.0 CERTIFICATION REVIEW

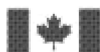
The Contracting Authority will conduct the certification review of the responsive bids received.

7.0 CONDITIONS PRECEDENT TO CONTRACT AWARD

The Contracting Authority will conduct the "Conditions Precedent to Contract Award" evaluation of responsive bids received.

8.0 DETERMINATION OF WINNING BIDDER

The Contracting Authority will determine the winning bidder, in accordance with the method of selection described in the RFP.



Canada Border Services Agency | Agence des services frontaliers du Canada

ANNEX A

ACCEPTANCE OF EVALUATION DIRECTIVE, CONFLICT OF INTEREST AND NON-DISCLOSURE CERTIFICATION

Prior to the release of the technical bids, all members of the evaluation team must sign this Annex.

BY SIGNING BELOW,

The evaluator(s) certifies that he/she:

- ✓ Has read, understand and agree to fully comply with the Evaluation Directive set out in this document;
- ✓ Has no potential of conflict of interest with any **Bidder and/or their proposed resource(s),** will immediately divulge any such conflict and will not participate in the evaluation of the offer of that bid, furthermore, the evaluator represents and warrants that he/she is not in a situation of conflict of interest that would render him/her unable to provide impartial evaluation of the bids, or affect or otherwise impair its objectivity in performing the evaluation of the bids
- ✓ Will not reveal his/her identity as an evaluator to anyone outside the CBSA; and
- ✓ Will not in reveal any information related to this RFP at any time to anyone outside the CBSA.

The evaluator(s) understands that bid information is to be divulged only to government officials authorized to participate in this procurement and agrees that none of this information is to be divulged to, or discussed with, the trade.

EVALUATION TEAM:

PRINT NAME	SIGNATURE	DATE

INDIVIDUAL EVALUATION WORKSHEETS

SOLICITATION No.:	1000354702	TITLE:	TSPS SA - Senior Staffing Consultant
NAME OF BIDDER:	Adirondack Information Management Inc., The AIM Group Inc. JV	RESOURCE NAME:	

Evaluator:		Date:		Signature:	

EVALUATION SCORE:			
Mandatory Criteria:	Met / Not Met:		*Compliant or Not Compliant*
Point-Rated Criteria:	Maximum Score Available:	165 points	*Compliant or Not Compliant*
	Minimum Score Required:	120 points	
	Total Points Achieved:	**xx points**	

NOTES:
For any requirements that specify a particular time period (e.g., 2 years) of work experience, Canada will disregard any information about experience if the technical bid does not include the relevant dates (month and year) for the experience claimed (i.e., the start date and end date). Canada will evaluate only the duration that the resource actually worked on a project or projects (from his or her start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.

For work experience to be considered by Canada, the technical bid must not simply indicate the title of the individual's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position. In situations in which a proposed resource worked at the same time on more than one project, the duration of any overlapping time period will be counted only once toward any requirements that relate to the individual's length of experience.

Bid information must be divulged only to individuals authorized to participate in this contracting process. Information must not be divulged to, or discussed with, the trade.

	EXAMPLE OF MEETING THE CRITERIA:	**Met** or **Score obtained**	The Bidder has demonstrated that the proposed resource has the minimum experience required that pertains to this criteria with the following projects: *NOTE: Indicate the Project No. and months counted* Project No. xx / xx months **Total of xx months or projects counted.**
	EXAMPLE OF NOT MEETING THE CRITERIA:	**Not Met** or **Score obtained**	The Bidder did not demonstrate that the proposed resource has the minimum experience required that pertains to this criteria; the following projects were not accepted: *NOTE: Indicate the Project No. and months and* ***must*** *explain* ***why*** *the experience did not meet the criteria in the "Comments" field.* Project No. xx / xx months Comments:
	EXAMPLE OF MEETING AND NOT MEETING THE CRITERIA:	**Not Met** or **Score obtained**	The Bidder did not demonstrate that the proposed resource has the minimum experience required that pertains to this criteria. **The following projects were accepted:** *NOTE: Indicate the Project No. and months counted* Project No. xx / xx months Total of xx months or projects counted. **The following projects were not accepted:** *NOTE: Indicate the Project No. and months and* ***must*** *explain* ***why*** *the experience did not meet the criteria in the "Comments" field.* Project No. xx / xx months Comments:

1. MANDATORY TECHNICAL CRITERIA

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement. Mandatory requirements are evaluated on a simple pass or fail basis. Failure by a Bidder to meet any one of the mandatory requirements will render the Bidder's proposal non-responsive and will not be given further consideration. The treatment of mandatory requirements in any procurement process is absolute. Each criterion should be addressed separately and the criterion not addressed will be considered as "Not Met".

1.1 Senior Staffing Consultant

NAME OF RESOURCE:			
#	Mandatory Technical (MT) Criteria	Bidder's Response	
		Comments	Met/Not Met
MT1	The Bidder must demonstrate that the proposed resource meets the requirement of the PSPC TSPS Supply Arrangement Flexible Grid for Staffing Consultant: The Flexible Grid represents a combination of education and experience. A Senior Level Staffing Consultant must have a minimum score of 95. Resource score: ______________ Bidder must provide proof of education and experience at bid closing. The Certification must be relevant to the field of application. Acceptable certifications include but are not limited to those on the following list. Whether listed or not, it is incumbent upon the Bidder to demonstrate the relevance of professional certification(s) to the proposed work. • Certified Staffings (HR) Professional (CHRP) • International Personnel Management Association Certified Professional (IPMA-CP) • International Personnel Management Association Certified Specialist (IPMA-CS) • Successful completion of the Public Service Commission Appointment Framework Knowledge Test • Accreditation in Classification in the Federal Public Service Context • Formal training on the Federal Public Service Classification Standard		

NAME OF RESOURCE:

#	Mandatory Technical (MT) Criteria	Bidder's Response	
		Comments	Met/Not Met
	• PSC Staffing Certification (issued up to Dec. 2005) • National Staffing Council Certification		
MT2	The Proposed Resource must have prepared the documentation and managed a minimum of five (5) competitions in the last 60 months that must meet the Qualification standards for the core public administration by occupational group or classification.		
MT3	The Proposed Resource must have managed a minimum of five (5) competitions in the last 60 months for classification groups in the Information Management (IM) or Information Technology (IT) stream in the Federal, Provincial or Municipal Government.		
MT4	The Proposed Resource must have experience managing a minimum of three (3) competitions in the last 60 months involving an external process open to the public.		

2. POINT RATED TECHNICAL CRITERIA

Each Technical Bid that meets all the Mandatory Requirements specified above will be evaluated and scored in accordance with the following point-rated evaluation criteria tables. Beside each of the criterion, the Bidder should write the relevant page number(s) from its proposal, which addresses the requirement identified in the criterion. Each criterion should be addressed separately. Point rated technical criterion not addressed will be given a score of zero. The proposed resource will be evaluated against the point rated criteria and must meet the minimum score.

2.1 Senior Staffing Consultant

NAME OF RESOURCE:				
#	Rated Technical Criteria	Scoring Methodology	Points	Comments
RT1	Further to M2, the Proposed Resource should have additional experience preparing the documentation and managing competitions in the last 60 months that must meet the Qualification standards for the core public administration by occupational group or classification, with at least one (1) for the Computer Systems (CS) group. For each additional competition in the last 60 months that meet the criteria 1 point will be assigned to a maximum of 4 points overall.	One (1) additional competition — 1 Two (2) additional competitions — 2 Three (3) additional competitions — 3 Four (4) additional competitions — 4	/4	
RT2	Further to M3, the Proposed Resource should have experience managing competitions in the last 60 months for classification groups in the Information Management (IM) or Information Technology (IT) streams in the Federal, Provincial or Municipal Government. For each additional competition in the last 60 months that meet the criteria 1 point will be assigned to a maximum of 6 points overall.	One (1) additional competition — 1 Two (2) additional competitions — 2 Three (3) additional competitions — 3 Four (4) additional competitions — 4 Five (5) additional competitions — 5 Six (6) additional competitions — 6	/6	
RT3	Further to M4, the Proposed Resource should have additional experience managing competitions in the last 60 months involving an external process, open to the public.	One (1) additional competition — 1 Two (2) additional competitions — 2 Three (3) additional competitions — 3	/4	

NAME OF RESOURCE:

#	Rated Technical Criteria	Scoring Methodology	Points	Comments
	For each additional competition in the last 60 months that meet the criteria 1 point will be assigned to a maximum of 4 points overall.	Four (4) additional competitions: 4		
RT4	The Proposed Resource should have experience managing competitions in the last 60 months that require for each of the competitions all of the following activities: a) Create and monitor a project plan b) Propose evaluation strategies and supporting material; c) Propose rating guides; d) Draft posters/job advertisements; e) coordinating and administrating tests, interviews; coordinating and completing the reference check etc. f) compiling and preparing the final board reports and finalizing the results of the processes For each competition in the last 60 months that meet this criteria 1 point will be assigned to a maximum of 6 points overall.	One (1) additional competition: 1 Two (2) additional competitions: 2 Three (3) additional competitions: 3 Four (4) additional competitions: 4	/4	
		Total Available points:	20	
		Minimum Total Overall Points Required to be declared responsive:	14	
		Total achieved:		

INDIVIDUAL EVALUATION WORKSHEETS

SOLICITATION No.:	1000354702	**TITLE:**	TSPS SA - Senior Staffing Consultant
NAME OF BIDDER:	Adirondack Information Management Inc., The AIM Group Inc. JV	**RESOURCE NAME:**	

Evaluator:	Meaghan Conrod	**Date:**	2020-01-04	**Signature:**	

EVALUATION SCORE:			
Mandatory Criteria:	Met / Not Met:	**Met (compliant)**	***Compliant or Not Compliant***
Point-Rated Criteria:	Maximum Score Available:	165 points	***Compliant or Not Compliant***
	Minimum Score Required:	120 points	
	Total Points Achieved:	**130 points**	

NOTES:
For any requirements that specify a particular time period (e.g., 2 years) of work experience, Canada will disregard any information about experience if the technical bid does not include the relevant dates (month and year) for the experience claimed (i.e., the start date and end date). Canada will evaluate only the duration that the resource actually worked on a project or projects (from his or her start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.

For work experience to be considered by Canada, the technical bid must not simply indicate the title of the individual's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position. In situations in which a proposed resource worked at the same time on more than one project, the duration of any overlapping time period will be counted only once toward any requirements that relate to the individual's length of experience.

Bid information must be divulged only to individuals authorized to participate in this contracting process. Information must not be divulged to, or discussed with, the trade.

	EXAMPLE OF MEETING THE CRITERIA:	**Met** or **Score obtained**	The Bidder has demonstrated that the proposed resource has the minimum experience required that pertains to this criteria with the following projects: *NOTE: Indicate the Project No. and months counted* Project No. xx / xx months **Total of xx months or projects counted.**
	EXAMPLE OF NOT MEETING THE CRITERIA:	**Not Met** or **Score obtained**	The Bidder did not demonstrate that the proposed resource has the minimum experience required that pertains to this criteria; the following projects were not accepted: *NOTE: Indicate the Project No. and months and* ***must*** *explain* ***why*** *the experience did not meet the criteria in the "Comments" field.* Project No. xx / xx months Comments:
	EXAMPLE OF MEETING AND NOT MEETING THE CRITERIA:	**Not Met** or **Score obtained**	The Bidder did not demonstrate that the proposed resource has the minimum experience required that pertains to this criteria. **The following projects were accepted:** *NOTE: Indicate the Project No. and months counted* Project No. xx / xx months Total of xx months or projects counted. **The following projects were not accepted:** *NOTE: Indicate the Project No. and months and* ***must*** *explain* ***why*** *the experience did not meet the criteria in the "Comments" field.* Project No. xx / xx months Comments:

1. MANDATORY TECHNICAL CRITERIA

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement. Mandatory requirements are evaluated on a simple pass or fail basis. Failure by a Bidder to meet any one of the mandatory requirements will render the Bidder's proposal non-responsive and will not be given further consideration. The treatment of mandatory requirements in any procurement process is absolute. Each criterion should be addressed separately and the criterion not addressed will be considered as "Not Met".

1.1 Senior Staffing Consultant

NAME OF RESOURCE:

#	Mandatory Technical (MT) Criteria	Bidder's Response	
		Comments	Met/Not Met
MT1	The Bidder must demonstrate that the proposed resource meets the requirement of the PSPC TSPS Supply Arrangement Flexible Grid for Staffing Consultant: The Flexible Grid represents a combination of education and experience. A Senior Level Staffing Consultant must have a minimum score of 95. Resource score : ____________ Bidder must provide proof of education and experience at bid closing. The Certification must be relevant to the field of application. Acceptable certifications include but are not limited to those on the following list. Whether listed or not, it is incumbent upon the Bidder to demonstrate the relevance of professional certification(s) to the proposed work. • Certified Staffings (HR) Professional (CHRP) • International Personnel Management Association Certified Professional (IPMA-CP) • International Personnel Management Association Certified Specialist (IPMA-CS) • Successful completion of the Public Service Commission Appointment Framework Knowledge Test • Accreditation in Classification in the Federal Public Service Context • Formal training on the Federal Public Service Classification Standard		Met 110 pts

NAME OF RESOURCE:

#	Mandatory Technical (MT) Criteria	Bidder's Response	
		Comments	Met/Not Met
	• PSC Staffing Certification (issued up to Dec. 2005) • National Staffing Council Certification		
MT2	The Proposed Resource must have prepared the documentation and managed a minimum of five (5) competitions in the last 60 months that must meet the Qualification standards for the core public administration by occupational group or classification.		Met
MT3	The Proposed Resource must have managed a minimum of five (5) competitions in the last 60 months for classification groups in the Information Management (IM) or Information Technology (IT) stream in the Federal, Provincial or Municipal Government.		Met
MT4	The Proposed Resource must have experience managing a minimum of three (3) competitions in the last 60 months involving an external process open to the public.		Met

2. POINT RATED TECHNICAL CRITERIA

Each Technical Bid that meets all the Mandatory Requirements specified above will be evaluated and scored in accordance with the following point-rated evaluation criteria tables. Beside each of the criterion, the Bidder should write the relevant page number(s) from its proposal, which addresses the requirement identified in the criterion. Each criterion should be addressed separately. Point rated technical criterion not addressed will be given a score of zero. The proposed resource will be evaluated against the point rated criteria and must meet the minimum score.

2.1 Senior Staffing Consultant

NAME OF RESOURCE:

#	Rated Technical Criteria	Scoring Methodology	Points	Comments
RT1	Further to M2, the Proposed Resource should have additional experience preparing the documentation and managing competitions in the last 60 months that must meet the Qualification standards for the core public administration by occupational group or classification, with at least one (1) for the Computer Systems (CS) group. For each additional competition in the last 60 months that meet the criteria 1 point will be assigned to a maximum of 4 points overall.	One (1) additional competition: 1 Two (2) additional competitions: 2 Three (3) additional competitions: 3 Four (4) additional competitions: 4		
RT2	Further to M3, the Proposed Resource should have experience managing competitions in the last 60 months for classification groups in the Information Management (IM) or Information Technology (IT) streams in the Federal, Provincial or Municipal Government. For each additional competition in the last 60 months that meet the criteria 1 point will be assigned to a maximum of 6 points overall.	One (1) additional competition: 1 Two (2) additional competitions: 2 Three (3) additional competitions: 3 Four (4) additional competitions: 4 Five (5) additional competitions: 5 Six (6) additional competitions: 6		
RT3	Further to M4, the Proposed Resource should have additional experience managing competitions in the last 60 months involving an external process, open to the public.	One (1) additional competition: 1 Two (2) additional competitions: 2 Three (3) additional competitions: 3		

NAME OF RESOURCE:

#	Rated Technical Criteria	Scoring Methodology	Points	Comments
	For each additional competition in the last 60 months that meet the criteria 1 point will be assigned to a maximum of 4 points overall.	Four (4) additional competitions: 4		
RT4	The Proposed Resource should have experience managing competitions in the last 60 months that require for each of the competitions all of the following activities: a) Create and monitor a project plan b) Propose evaluation strategies and supporting material; c) Propose rating guides; d) Draft posters/job advertisements; e) coordinating and administrating tests, interviews; coordinating and completing the reference check etc. f) compiling and preparing the final board reports and finalizing the results of the processes For each competition in the last 60 months that meet this criteria 1 point will be assigned to a maximum of 6 points overall.	One (1) additional competition: 1 Two (2) additional competitions: 2 Three (3) additional competitions: 3 Four (4) additional competitions: 4		
		Total Available points:	20	
		Minimum Total Overall Points Required to be declared responsive:	14	
		Total achieved:	20	

INDIVIDUAL EVALUATION WORKSHEETS

SOLICITATION No.:	1000354702	**TITLE:**	TSPS SA - Senior Staffing Consultant
NAME OF BIDDER:	Adirondack Information Management Inc., The AIM Group Inc. JV	**RESOURCE NAME:**	

Evaluator:	Marie-Josée Poirier	**Date:**	18-12-2020	**Signature:**	Marie-Josée Poirier

EVALUATION SCORE:			
Mandatory Criteria:	Met / Not Met:	**Met**	***Compliant***
Point-Rated Criteria:	Maximum Score Available:	165 points	***Compliant***
	Minimum Score Required:	120 points	
	Total Points Achieved:	**130 points**	

NOTES:
For any requirements that specify a particular time period (e.g., 2 years) of work experience, Canada will disregard any information about experience if the technical bid does not include the relevant dates (month and year) for the experience claimed (i.e., the start date and end date). Canada will evaluate only the duration that the resource actually worked on a project or projects (from his or her start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.

For work experience to be considered by Canada, the technical bid must not simply indicate the title of the individual's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position. In situations in which a proposed resource worked at the same time on more than one project, the duration of any overlapping time period will be counted only once toward any requirements that relate to the individual's length of experience.

Bid information must be divulged only to individuals authorized to participate in this contracting process. Information must not be divulged to, or discussed with, the trade.

	EXAMPLE OF MEETING THE CRITERIA:	**Met** or **Score obtained**	The Bidder has demonstrated that the proposed resource has the minimum experience required that pertains to this criteria with the following projects: *NOTE: Indicate the Project No. and months counted* Project No. xx / xx months **Total of xx months or projects counted.**
	EXAMPLE OF NOT MEETING THE CRITERIA:	**Not Met** or **Score obtained**	The Bidder did not demonstrate that the proposed resource has the minimum experience required that pertains to this criteria; the following projects were not accepted: *NOTE: Indicate the Project No. and months and* ***must*** *explain* ***why*** *the experience did not meet the criteria in the "Comments" field.* Project No. xx / xx months Comments:
	EXAMPLE OF MEETING AND NOT MEETING THE CRITERIA:	**Not Met** or **Score obtained**	The Bidder did not demonstrate that the proposed resource has the minimum experience required that pertains to this criteria. **The following projects were accepted:** *NOTE: Indicate the Project No. and months counted* Project No. xx / xx months Total of xx months or projects counted. **The following projects were not accepted:** *NOTE: Indicate the Project No. and months and* ***must*** *explain* ***why*** *the experience did not meet the criteria in the "Comments" field.* Project No. xx / xx months Comments:

1. MANDATORY TECHNICAL CRITERIA

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement. Mandatory requirements are evaluated on a simple pass or fail basis. Failure by a Bidder to meet any one of the mandatory requirements will render the Bidder's proposal non-responsive and will not be given further consideration. The treatment of mandatory requirements in any procurement process is absolute. Each criterion should be addressed separately and the criterion not addressed will be considered as "Not Met".

1.1 Senior Staffing Consultant

NAME OF RESOURCE:

#	Mandatory Technical (MT) Criteria	Bidder's Response	
		Comments	Met/Not Met
MT1	The Bidder must demonstrate that the proposed resource meets the requirement of the PSPC TSPS Supply Arrangement Flexible Grid for Staffing Consultant: The Flexible Grid represents a combination of education and experience. A Senior Level Staffing Consultant must have a minimum score of 95. Resource score : ____________ Bidder must provide proof of education and experience at bid closing. The Certification must be relevant to the field of application. Acceptable certifications include but are not limited to those on the following list. Whether listed or not, it is incumbent upon the Bidder to demonstrate the relevance of professional certification(s) to the proposed work. • Certified Staffings (HR) Professional (CHRP) • International Personnel Management Association Certified Professional (IPMA-CP) • International Personnel Management Association Certified Specialist (IPMA-CS) • Successful completion of the Public Service Commission Appointment Framework Knowledge Test • Accreditation in Classification in the Federal Public Service Context • Formal training on the Federal Public Service Classification Standard		Met 110 pts

NAME OF RESOURCE:

#	Mandatory Technical (MT) Criteria	Bidder's Response	
		Comments	Met/Not Met
	• PSC Staffing Certification (issued up to Dec. 2005) • National Staffing Council Certification		
MT2	The Proposed Resource must have prepared the documentation and managed a minimum of five (5) competitions in the last 60 months that must meet the Qualification standards for the core public administration by occupational group or classification.		Met
MT3	The Proposed Resource must have managed a minimum of five (5) competitions in the last 60 months for classification groups in the Information Management (IM) or Information Technology (IT) stream in the Federal, Provincial or Municipal Government.		Met
MT4	The Proposed Resource must have experience managing a minimum of three (3) competitions in the last 60 months involving an external process open to the public.		Met

2. POINT RATED TECHNICAL CRITERIA

Each Technical Bid that meets all the Mandatory Requirements specified above will be evaluated and scored in accordance with the following point-rated evaluation criteria tables. Beside each of the criterion, the Bidder should write the relevant page number(s) from its proposal, which addresses the requirement identified in the criterion. Each criterion should be addressed separately. Point rated technical criterion not addressed will be given a score of zero. The proposed resource will be evaluated against the point rated criteria and must meet the minimum score.

2.1 Senior Staffing Consultant

NAME OF RESOURCE:				
#	Rated Technical Criteria	Scoring Methodology	Points	Comments
RT1	Further to M2, the Proposed Resource should have additional experience preparing the documentation and managing competitions in the last 60 months that must meet the Qualification standards for the core public administration by occupational group or classification, with at least one (1) for the Computer Systems (CS) group. For each additional competition in the last 60 months that meet the criteria 1 point will be assigned to a maximum of 4 points overall.	One (1) additional competition — 1 Two (2) additional competitions — 2 Three (3) additional competitions — 3 Four (4) additional competitions — 4		
RT2	Further to M3, the Proposed Resource should have experience managing competitions in the last 60 months for classification groups in the Information Management (IM) or Information Technology (IT) streams in the Federal, Provincial or Municipal Government. For each additional competition in the last 60 months that meet the criteria 1 point will be assigned to a maximum of 6 points overall.	One (1) additional competition — 1 Two (2) additional competitions — 2 Three (3) additional competitions — 3 Four (4) additional competitions — 4 Five (5) additional competitions — 5 Six (6) additional competitions — 6		
RT3	Further to M4, the Proposed Resource should have additional experience managing competitions in the last 60 months involving an external process, open to the public.	One (1) additional competition — 1 Two (2) additional competitions — 2 Three (3) additional competitions — 3		

NAME OF RESOURCE:

#	Rated Technical Criteria	Scoring Methodology	Points	Comments
	For each additional competition in the last 60 months that meet the criteria 1 point will be assigned to a maximum of 4 points overall.	Four (4) additional competitions — 4		
RT4	The Proposed Resource should have experience managing competitions in the last 60 months that require for each of the competitions all of the following activities: a) Create and monitor a project plan b) Propose evaluation strategies and supporting material; c) Propose rating guides; d) Draft posters/job advertisements; e) coordinating and administrating tests, interviews; coordinating and completing the reference check etc. f) compiling and preparing the final board reports and finalizing the results of the processes For each competition in the last 60 months that meet this criteria 1 point will be assigned to a maximum of 6 points overall.	One (1) additional competition — 1 Two (2) additional competitions — 2 Three (3) additional competitions — 3 Four (4) additional competitions — 4		
		Total Available points:	20	
		Minimum Total Overall Points Required to be declared responsive:	14	
		Total achieved:	20	

INDIVIDUAL EVALUATION WORKSHEETS

SOLICITATION No.:	1000354702	TITLE:	TSPS SA - Senior Staffing Consultant
NAME OF BIDDER:	Adirondack Information Management Inc., The AIM Group Inc. JV	RESOURCE NAME:	

Evaluator:	Julie Roy	Date:	December 21, 2020	Signature:	Julie Roy

EVALUATION SCORE:			
Mandatory Criteria:	Met / Not Met:	**Met**	**Compliant**
Point-Rated Criteria:	Maximum Score Available:	20 points	**Compliant**
	Minimum Score Required:	14 points	
	Total Points Achieved:	**20 points**	

NOTES:
For any requirements that specify a particular time period (e.g., 2 years) of work experience, Canada will disregard any information about experience if the technical bid does not include the relevant dates (month and year) for the experience claimed (i.e., the start date and end date). Canada will evaluate only the duration that the resource actually worked on a project or projects (from his or her start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.

For work experience to be considered by Canada, the technical bid must not simply indicate the title of the individual's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position. In situations in which a proposed resource worked at the same time on more than one project, the duration of any overlapping time period will be counted only once toward any requirements that relate to the individual's length of experience.

Bid information must be divulged only to individuals authorized to participate in this contracting process. Information must not be divulged to, or discussed with, the trade.

	EXAMPLE OF MEETING THE CRITERIA:	**Met** or **Score obtained**	The Bidder has demonstrated that the proposed resource has the minimum experience required that pertains to this criteria with the following projects: *NOTE: Indicate the Project No. and months counted* Project No. xx / xx months **Total of xx months or projects counted.**
	EXAMPLE OF NOT MEETING THE CRITERIA:	**Not Met** or **Score obtained**	The Bidder did not demonstrate that the proposed resource has the minimum experience required that pertains to this criteria; the following projects were not accepted: *NOTE: Indicate the Project No. and months and* ***must*** *explain* ***why*** *the experience did not meet the criteria in the "Comments" field.* Project No. xx / xx months Comments:
	EXAMPLE OF MEETING AND NOT MEETING THE CRITERIA:	**Not Met** or **Score obtained**	The Bidder did not demonstrate that the proposed resource has the minimum experience required that pertains to this criteria. **The following projects were accepted:** *NOTE: Indicate the Project No. and months counted* Project No. xx / xx months Total of xx months or projects counted. **The following projects were not accepted:** *NOTE: Indicate the Project No. and months and* ***must*** *explain* ***why*** *the experience did not meet the criteria in the "Comments" field.* Project No. xx / xx months Comments:

1. MANDATORY TECHNICAL CRITERIA

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement. Mandatory requirements are evaluated on a simple pass or fail basis. Failure by a Bidder to meet any one of the mandatory requirements will render the Bidder's proposal non-responsive and will not be given further consideration. The treatment of mandatory requirements in any procurement process is absolute. Each criterion should be addressed separately and the criterion not addressed will be considered as "Not Met".

1.1 Senior Staffing Consultant

NAME OF RESOURCE:

#	Mandatory Technical (MT) Criteria	Bidder's Response	
		Comments	Met/Not Met
MT1	The Bidder must demonstrate that the proposed resource meets the requirement of the PSPC TSPS Supply Arrangement Flexible Grid for Staffing Consultant: The Flexible Grid represents a combination of education and experience. A Senior Level Staffing Consultant must have a minimum score of 95. Resource score: ___110 points__________ Bidder must provide proof of education and experience at bid closing. The Certification must be relevant to the field of application. Acceptable certifications include but are not limited to those on the following list. Whether listed or not, it is incumbent upon the Bidder to demonstrate the relevance of professional certification(s) to the proposed work. • Certified Staffings (HR) Professional (CHRP) • International Personnel Management Association Certified Professional (IPMA-CP) • International Personnel Management Association Certified Specialist (IPMA-CS) • Successful completion of the Public Service Commission Appointment Framework Knowledge Test • Accreditation in Classification in the Federal Public Service Context • Formal training on the Federal Public Service Classification Standard		Met

NAME OF RESOURCE:			
#	Mandatory Technical (MT) Criteria	Bidder's Response	
		Comments	Met/Not Met
	• PSC Staffing Certification (issued up to Dec. 2005) • National Staffing Council Certification		
MT2	The Proposed Resource must have prepared the documentation and managed a minimum of five (5) competitions in the last 60 months that must meet the Qualification standards for the core public administration by occupational group or classification.		Met
MT3	The Proposed Resource must have managed a minimum of five (5) competitions in the last 60 months for classification groups in the Information Management (IM) or Information Technology (IT) stream in the Federal, Provincial or Municipal Government.		Met
MT4	The Proposed Resource must have experience managing a minimum of three (3) competitions in the last 60 months involving an external process open to the public.		Met

2. POINT RATED TECHNICAL CRITERIA

Each Technical Bid that meets all the Mandatory Requirements specified above will be evaluated and scored in accordance with the following point-rated evaluation criteria tables. Beside each of the criterion, the Bidder should write the relevant page number(s) from its proposal, which addresses the requirement identified in the criterion. Each criterion should be addressed separately. Point rated technical criterion not addressed will be given a score of zero. The proposed resource will be evaluated against the point rated criteria and must meet the minimum score.

2.1 Senior Staffing Consultant

NAME OF RESOURCE:

#	Rated Technical Criteria	Scoring Methodology	Points	Comments
RT1	Further to M2, the Proposed Resource should have additional experience preparing the documentation and managing competitions in the last 60 months that must meet the Qualification standards for the core public administration by occupational group or classification, with at least one (1) for the Computer Systems (CS) group. For each additional competition in the last 60 months that meet the criteria 1 point will be assigned to a maximum of 4 points overall.	One (1) additional competition — 1 Two (2) additional competitions — 2 Three (3) additional competitions — 3 Four (4) additional competitions — 4		
RT2	Further to M3, the Proposed Resource should have experience managing competitions in the last 60 months for classification groups in the Information Management (IM) or Information Technology (IT) streams in the Federal, Provincial or Municipal Government. For each additional competition in the last 60 months that meet the criteria 1 point will be assigned to a maximum of 6 points overall.	One (1) additional competition — 1 Two (2) additional competitions — 2 Three (3) additional competitions — 3 Four (4) additional competitions — 4 Five (5) additional competitions — 5 Six (6) additional competitions — 6		

NAME OF RESOURCE:

#	Rated Technical Criteria	Scoring Methodology	Points	Comments
RT3	Further to M4, the Proposed Resource should have additional experience managing competitions in the last 60 months involving an external process, open to the public. For each additional competition in the last 60 months that meet the criteria 1 point will be assigned to a maximum of 4 points overall.	One (1) additional competition – 1 Two (2) additional competitions – 2 Three (3) additional competitions – 3 Four (4) additional competitions – 4		
RT4	The Proposed Resource should have experience managing competitions in the last 60 months that require for each of the competitions all of the following activities: a) Create and monitor a project plan b) Propose evaluation strategies and supporting material; c) Propose rating guides; d) Draft posters/job advertisements; e) coordinating and administrating tests, interviews; coordinating and completing the reference check etc. f) compiling and preparing the final board reports and finalizing the results of the processes For each competition in the last 60 months that meet this criteria 1 point will be assigned to a maximum of 6 points overall.	One (1) additional competition – 1 Two (2) additional competitions – 2 Three (3) additional competitions – 3 Four (4) additional competitions – 4 Five (5) additional competitions – 5 Six (6) additional competitions – 6		
		Total Available points:	20	
		Minimum Total Overall Points Required to be declared responsive:	14	
		Total achieved:	20	

INDIVIDUAL EVALUATION WORKSHEETS

SOLICITATION No.:	1000354702	TITLE:	TSPS SA - Senior Staffing Consultant
NAME OF BIDDER:		RESOURCE NAME:	

Evaluator:	Julie Roy	Date:	December 21, 2020	Signature:	Julie Roy

EVALUATION SCORE:			
Mandatory Criteria:	Met / Not Met:	**Met**	***Compliant***
Point-Rated Criteria:	Maximum Score Available:	20 points	***Compliant***
	Minimum Score Required:	14 points	
	Total Points Achieved:	**20 points**	

NOTES:
For any requirements that specify a particular time period (e.g., 2 years) of work experience, Canada will disregard any information about experience if the technical bid does not include the relevant dates (month and year) for the experience claimed (i.e., the start date and end date). Canada will evaluate only the duration that the resource actually worked on a project or projects (from his or her start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.

For work experience to be considered by Canada, the technical bid must not simply indicate the title of the individual's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position. In situations in which a proposed resource worked at the same time on more than one project, the duration of any overlapping time period will be counted only once toward any requirements that relate to the individual's length of experience.

Bid information must be divulged only to individuals authorized to participate in this contracting process. Information must not be divulged to, or discussed with, the trade.

	EXAMPLE OF MEETING THE CRITERIA:	**Met** or **Score obtained**	The Bidder has demonstrated that the proposed resource has the minimum experience required that pertains to this criteria with the following projects: *NOTE: Indicate the Project No. and months counted* Project No. xx / xx months **Total of xx months or projects counted.**
	EXAMPLE OF NOT MEETING THE CRITERIA:	**Not Met** or **Score obtained**	The Bidder did not demonstrate that the proposed resource has the minimum experience required that pertains to this criteria; the following projects were not accepted: *NOTE: Indicate the Project No. and months and* ***must*** *explain* ***why*** *the experience did not meet the criteria in the "Comments" field.* Project No. xx / xx months Comments:
	EXAMPLE OF MEETING AND NOT MEETING THE CRITERIA:	**Not Met** or **Score obtained**	The Bidder did not demonstrate that the proposed resource has the minimum experience required that pertains to this criteria. **The following projects were accepted:** *NOTE: Indicate the Project No. and months counted* Project No. xx / xx months Total of xx months or projects counted. **The following projects were not accepted:** *NOTE: Indicate the Project No. and months and* ***must*** *explain* ***why*** *the experience did not meet the criteria in the "Comments" field.* Project No. xx / xx months Comments:

1. MANDATORY TECHNICAL CRITERIA

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement. Mandatory requirements are evaluated on a simple pass or fail basis. Failure by a Bidder to meet any one of the mandatory requirements will render the Bidder's proposal non-responsive and will not be given further consideration. The treatment of mandatory requirements in any procurement process is absolute. Each criterion should be addressed separately and the criterion not addressed will be considered as "Not Met".

1.1 Senior Staffing Consultant

NAME OF RESOURCE:

#	Mandatory Technical (MT) Criteria	Bidder's Response	
		Comments	Met/Not Met
MT1	The Bidder must demonstrate that the proposed resource meets the requirement of the PSPC TSPS Supply Arrangement Flexible Grid for Staffing Consultant: The Flexible Grid represents a combination of education and experience. A Senior Level Staffing Consultant must have a minimum score of 95. Resource score: _____110 points________ Bidder must provide proof of education and experience at bid closing. The Certification must be relevant to the field of application. Acceptable certifications include but are not limited to those on the following list. Whether listed or not, it is incumbent upon the Bidder to demonstrate the relevance of professional certification(s) to the proposed work. • Certified Staffings (HR) Professional (CHRP) • International Personnel Management Association Certified Professional (IPMA-CP) • International Personnel Management Association Certified Specialist (IPMA-CS) • Successful completion of the Public Service Commission Appointment Framework Knowledge Test • Accreditation in Classification in the Federal Public Service Context • Formal training on the Federal Public Service Classification Standard		Met

NAME OF RESOURCE: ____________

#	Mandatory Technical (MT) Criteria	Bidder's Response	
		Comments	Met/Not Met
	• PSC Staffing Certification (issued up to Dec. 2005) • National Staffing Council Certification		
MT2	The Proposed Resource must have prepared the documentation and managed a minimum of five (5) competitions in the last 60 months that must meet the Qualification standards for the core public administration by occupational group or classification.		Met
MT3	The Proposed Resource must have managed a minimum of five (5) competitions in the last 60 months for classification groups in the Information Management (IM) or Information Technology (IT) stream in the Federal, Provincial or Municipal Government.		Met
MT4	The Proposed Resource must have experience managing a minimum of three (3) competitions in the last 60 months involving an external process open to the public.		Met

2. POINT RATED TECHNICAL CRITERIA

Each Technical Bid that meets all the Mandatory Requirements specified above will be evaluated and scored in accordance with the following point-rated evaluation criteria tables. Beside each of the criterion, the Bidder should write the relevant page number(s) from its proposal, which addresses the requirement identified in the criterion. Each criterion should be addressed separately. Point rated technical criterion not addressed will be given a score of zero. The proposed resource will be evaluated against the point rated criteria and must meet the minimum score.

2.1 Senior Staffing Consultant

NAME OF RESOURCE:

#	Rated Technical Criteria	Scoring Methodology		Points	Comments
RT1	Further to M2, the Proposed Resource should have additional experience preparing the documentation and managing competitions in the last 60 months that must meet the Qualification standards for the core public administration by occupational group or classification, with at least one (1) for the Computer Systems (CS) group. For each additional competition in the last 60 months that meet the criteria 1 point will be assigned to a maximum of 4 points overall.	One (1) additional competition	1		
		Two (2) additional competitions	2		
		Three (3) additional competitions	3		
		Four (4) additional competitions	4		
RT2	Further to M3, the Proposed Resource should have experience managing competitions in the last 60 months for classification groups in the Information Management (IM) or Information Technology (IT) streams in the Federal, Provincial or Municipal Government. For each additional competition in the last 60 months that meet the criteria 1 point will be assigned to a maximum of 6 points overall.	One (1) additional competition	1		
		Two (2) additional competitions	2		
		Three (3) additional competitions	3		
		Four (4) additional competitions	4		
		Five (5) additional competitions	5		
		Six (6) additional competitions	6		
RT3	Further to M4, the Proposed Resource should have additional experience managing competitions in the last 60	One (1) additional competition	1		
		Two (2) additional competitions	2		

NAME OF RESOURCE: Andrew Viciulis

#	Rated Technical Criteria	Scoring Methodology
	months involving an external process, open to the public. For each additional competition in the last 60 months that meet the criteria 1 point will be assigned to a maximum of 4 points overall.	Three (3) additional competitions — 3 Four (4) additional competitions — 4
RT4	The Proposed Resource should have experience managing competitions in the last 60 months that require for each of the competitions all of the following activities: a) Create and monitor a project plan b) Propose evaluation strategies and supporting material; c) Propose rating guides; d) Draft posters/job advertisements; e) coordinating and administrating tests, interviews; coordinating and completing the reference check etc. f) compiling and preparing the final board reports and finalizing the results of the processes For each competition in the last 60 months that meet this criteria 1 point will be assigned to a maximum of 6 points overall.	One (1) additional competition — 1 Two (2) additional competitions — 2 Three (3) additional competitions — 3 Four (4) additional competitions — 4 Five (5) additional competitions — 5 Six (6) additional competitions — 6

Total Available points:	20
Minimum Total Overall Points Required to be declared responsive:	14
Total achieved:	20

INDIVIDUAL EVALUATION WORKSHEETS

SOLICITATION No.:	1000354702	TITLE:	TSPS SA - Senior Staffing Consultant
NAME OF BIDDER:		RESOURCE NAME:	

Evaluator:	Meaghan Conrod	Date:	2021-01-04	Signature:	

EVALUATION SCORE:			
Mandatory Criteria:	Met / Not Met:	**Met (Compliant)**	*Compliant or Not Compliant*
Point-Rated Criteria:	Maximum Score Available:	165 points	*Compliant or Not Compliant*
	Minimum Score Required:	120 points	
	Total Points Achieved:	**130 points**	

NOTES:
For any requirements that specify a particular time period (e.g., 2 years) of work experience, Canada will disregard any information about experience if the technical bid does not include the relevant dates (month and year) for the experience claimed (i.e., the start date and end date). Canada will evaluate only the duration that the resource actually worked on a project or projects (from his or her start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.

For work experience to be considered by Canada, the technical bid must not simply indicate the title of the individual's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position. In situations in which a proposed resource worked at the same time on more than one project, the duration of any overlapping time period will be counted only once toward any requirements that relate to the individual's length of experience.

Bid information must be divulged only to individuals authorized to participate in this contracting process. Information must not be divulged to, or discussed with, the trade.

	EXAMPLE OF MEETING THE CRITERIA:	**Met** or **Score obtained**	The Bidder has demonstrated that the proposed resource has the minimum experience required that pertains to this criteria with the following projects: *NOTE: Indicate the Project No. and months counted* Project No. xx / xx months **Total of xx months or projects counted.**
	EXAMPLE OF NOT MEETING THE CRITERIA:	**Not Met** or **Score obtained**	The Bidder did not demonstrate that the proposed resource has the minimum experience required that pertains to this criteria; the following projects were not accepted: *NOTE: Indicate the Project No. and months and* ***must*** *explain* ***why*** *the experience did not meet the criteria in the "Comments" field.* Project No. xx / xx months Comments:
	EXAMPLE OF MEETING AND NOT MEETING THE CRITERIA:	**Not Met** or **Score obtained**	The Bidder did not demonstrate that the proposed resource has the minimum experience required that pertains to this criteria. **The following projects were accepted:** *NOTE: Indicate the Project No. and months counted* Project No. xx / xx months Total of xx months or projects counted. **The following projects were not accepted:** *NOTE: Indicate the Project No. and months and* ***must*** *explain* ***why*** *the experience did not meet the criteria in the "Comments" field.* Project No. xx / xx months Comments:

1. MANDATORY TECHNICAL CRITERIA

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement. Mandatory requirements are evaluated on a simple pass or fail basis. Failure by a Bidder to meet any one of the mandatory requirements will render the Bidder's proposal non-responsive and will not be given further consideration. The treatment of mandatory requirements in any procurement process is absolute. Each criterion should be addressed separately and the criterion not addressed will be considered as "Not Met".

1.1 Senior Staffing Consultant

NAME OF RESOURCE:

#	Mandatory Technical (MT) Criteria	Bidder's Response	
		Comments	Met/Not Met
MT1	The Bidder must demonstrate that the proposed resource meets the requirement of the PSPC TSPS Supply Arrangement Flexible Grid for Staffing Consultant: The Flexible Grid represents a combination of education and experience. A Senior Level Staffing Consultant must have a minimum score of 95. Resource score : ____________ Bidder must provide proof of education and experience at bid closing. The Certification must be relevant to the field of application. Acceptable certifications include but are not limited to those on the following list. Whether listed or not, it is incumbent upon the Bidder to demonstrate the relevance of professional certification(s) to the proposed work. • Certified Staffings (HR) Professional (CHRP) • International Personnel Management Association Certified Professional (IPMA-CP) • International Personnel Management Association Certified Specialist (IPMA-CS) • Successful completion of the Public Service Commission Appointment Framework Knowledge Test • Accreditation in Classification in the Federal Public Service Context • Formal training on the Federal Public Service Classification Standard		Met 110 pts

NAME OF RESOURCE:

#	Mandatory Technical (MT) Criteria	Bidder's Response	
		Comments	Met/Not Met
	• PSC Staffing Certification (issued up to Dec. 2005) • National Staffing Council Certification		
MT2	The Proposed Resource must have prepared the documentation and managed a minimum of five (5) competitions in the last 60 months that must meet the Qualification standards for the core public administration by occupational group or classification.		Met
MT3	The Proposed Resource must have managed a minimum of five (5) competitions in the last 60 months for classification groups in the Information Management (IM) or Information Technology (IT) stream in the Federal, Provincial or Municipal Government.		Met
MT4	The Proposed Resource must have experience managing a minimum of three (3) competitions in the last 60 months involving an external process open to the public.		Met

2. POINT RATED TECHNICAL CRITERIA

Each Technical Bid that meets all the Mandatory Requirements specified above will be evaluated and scored in accordance with the following point-rated evaluation criteria tables. Beside each of the criterion, the Bidder should write the relevant page number(s) from its proposal, which addresses the requirement identified in the criterion. Each criterion should be addressed separately. Point rated technical criterion not addressed will be given a score of zero. The proposed resource will be evaluated against the point rated criteria and must meet the minimum score.

2.1 Senior Staffing Consultant

NAME OF RESOURCE:

#	Rated Technical Criteria	Scoring Methodology	Points	Comments
RT1	Further to M2, the Proposed Resource should have additional experience preparing the documentation and managing competitions in the last 60 months that must meet the Qualification standards for the core public administration by occupational group or classification, with at least one (1) for the Computer Systems (CS) group. For each additional competition in the last 60 months that meet the criteria 1 point will be assigned to a maximum of 4 points overall.	One (1) additional competition — 1 Two (2) additional competitions — 2 Three (3) additional competitions — 3 Four (4) additional competitions — 4		
RT2	Further to M3, the Proposed Resource should have experience managing competitions in the last 60 months for classification groups in the Information Management (IM) or Information Technology (IT) streams in the Federal, Provincial or Municipal Government. For each additional competition in the last 60 months that meet the criteria 1 point will be assigned to a maximum of 6 points overall.	One (1) additional competition — 1 Two (2) additional competitions — 2 Three (3) additional competitions — 3 Four (4) additional competitions — 4 Five (5) additional competitions — 5 Six (6) additional competitions — 6		
RT3	Further to M4, the Proposed Resource should have additional experience managing competitions in the last 60 months involving an external process, open	One (1) additional competition — 1 Two (2) additional competitions — 2		

NAME OF RESOURCE:

#	Rated Technical Criteria	Scoring Methodology	Points	Comments
	to the public. For each additional competition in the last 60 months that meet the criteria 1 point will be assigned to a maximum of 4 points overall.	Three (3) additional competitions — 3 Four (4) additional competitions — 4		
RT4	The Proposed Resource should have experience managing competitions in the last 60 months that require for each of the competitions all of the following activities: a) Create and monitor a project plan b) Propose evaluation strategies and supporting material; c) Propose rating guides; d) Draft posters/job advertisements; e) coordinating and administrating tests, interviews; coordinating and completing the reference check etc. f) compiling and preparing the final board reports and finalizing the results of the processes For each competition in the last 60 months that meet this criteria 1 point will be assigned to a maximum of 6 points overall.	One (1) additional competition — 1 Two (2) additional competitions — 2 Three (3) additional competitions — 3 Four (4) additional competitions — 4		
		Total Available points:	20	
		Minimum Total Overall Points Required to be declared responsive:	14	
		Total achieved:	20	

INDIVIDUAL EVALUATION WORKSHEETS

SOLICITATION No.:	1000354702	**TITLE:**	TSPS SA - Senior Staffing Consultant
NAME OF BIDDER:		**RESOURCE NAME:**	

Evaluator:	Marie-Josée Poirier	**Date:**	18-12-2020	**Signature:**	Marie-Josée Poirier

EVALUATION SCORE:			
Mandatory Criteria:	Met / Not Met:	**Met**	***Compliant***
Point-Rated Criteria:	Maximum Score Available:	165 points	***Compliant***
	Minimum Score Required:	120 points	
	Total Points Achieved:	**130 points**	

NOTES:

For any requirements that specify a particular time period (e.g., 2 years) of work experience, Canada will disregard any information about experience if the technical bid does not include the relevant dates (month and year) for the experience claimed (i.e., the start date and end date). Canada will evaluate only the duration that the resource actually worked on a project or projects (from his or her start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.

For work experience to be considered by Canada, the technical bid must not simply indicate the title of the individual's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position. In situations in which a proposed resource worked at the same time on more than one project, the duration of any overlapping time period will be counted only once toward any requirements that relate to the individual's length of experience.

Bid information must be divulged only to individuals authorized to participate in this contracting process. Information must not be divulged to, or discussed with, the trade.

	EXAMPLE OF MEETING THE CRITERIA:	**Met** or **Score obtained**	The Bidder has demonstrated that the proposed resource has the minimum experience required that pertains to this criteria with the following projects: *NOTE: Indicate the Project No. and months counted* Project No. xx / xx months **Total of xx months or projects counted.**
	EXAMPLE OF NOT MEETING THE CRITERIA:	**Not Met** or **Score obtained**	The Bidder did not demonstrate that the proposed resource has the minimum experience required that pertains to this criteria; the following projects were not accepted: *NOTE: Indicate the Project No. and months and **must** explain **why** the experience did not meet the criteria in the "Comments" field.* Project No. xx / xx months Comments:
	EXAMPLE OF MEETING AND NOT MEETING THE CRITERIA:	**Not Met** or **Score obtained**	The Bidder did not demonstrate that the proposed resource has the minimum experience required that pertains to this criteria. **The following projects were accepted:** *NOTE: Indicate the Project No. and months counted* Project No. xx / xx months Total of xx months or projects counted. **The following projects were not accepted:** *NOTE: Indicate the Project No. and months and **must** explain **why** the experience did not meet the criteria in the "Comments" field.* Project No. xx / xx months Comments:

1. MANDATORY TECHNICAL CRITERIA

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement. Mandatory requirements are evaluated on a simple pass or fail basis. Failure by a Bidder to meet any one of the mandatory requirements will render the Bidder's proposal non-responsive and will not be given further consideration. The treatment of mandatory requirements in any procurement process is absolute. Each criterion should be addressed separately and the criterion not addressed will be considered as "Not Met".

1.1 Senior Staffing Consultant

NAME OF RESOURCE:

#	Mandatory Technical (MT) Criteria	Bidder's Response	
		Comments	Met/Not Met
MT1	The Bidder must demonstrate that the proposed resource meets the requirement of the PSPC TSPS Supply Arrangement Flexible Grid for Staffing Consultant: The Flexible Grid represents a combination of education and experience. A Senior Level Staffing Consultant must have a minimum score of 95. Resource score: ____________ Bidder must provide proof of education and experience at bid closing. The Certification must be relevant to the field of application. Acceptable certifications include but are not limited to those on the following list. Whether listed or not, it is incumbent upon the Bidder to demonstrate the relevance of professional certification(s) to the proposed work. • Certified Staffings (HR) Professional (CHRP) • International Personnel Management Association Certified Professional (IPMA-CP) • International Personnel Management Association Certified Specialist (IPMA-CS) • Successful completion of the Public Service Commission Appointment Framework Knowledge Test • Accreditation in Classification in the Federal Public Service Context • Formal training on the Federal Public Service Classification Standard		Met 110 pts

NAME OF RESOURCE:

#	Mandatory Technical (MT) Criteria	Bidder's Response	
		Comments	Met/Not Met
	• PSC Staffing Certification (issued up to Dec. 2005) • National Staffing Council Certification		
MT2	The Proposed Resource must have prepared the documentation and managed a minimum of five (5) competitions in the last 60 months that must meet the Qualification standards for the core public administration by occupational group or classification.		Met
MT3	The Proposed Resource must have managed a minimum of five (5) competitions in the last 60 months for classification groups in the Information Management (IM) or Information Technology (IT) stream in the Federal, Provincial or Municipal Government.		Met
MT4	The Proposed Resource must have experience managing a minimum of three (3) competitions in the last 60 months involving an external process open to the public.		Met

2. POINT RATED TECHNICAL CRITERIA

Each Technical Bid that meets all the Mandatory Requirements specified above will be evaluated and scored in accordance with the following point-rated evaluation criteria tables. Beside each of the criterion, the Bidder should write the relevant page number(s) from its proposal, which addresses the requirement identified in the criterion. Each criterion should be addressed separately. Point rated technical criterion not addressed will be given a score of zero. The proposed resource will be evaluated against the point rated criteria and must meet the minimum score.

2.1 Senior Staffing Consultant

NAME OF RESOURCE:

#	Rated Technical Criteria	Scoring Methodology	Points	Comments
RT1	Further to M2, the Proposed Resource should have additional experience preparing the documentation and managing competitions in the last 60 months that must meet the Qualification standards for the core public administration by occupational group or classification, with at least one (1) for the Computer Systems (CS) group. For each additional competition in the last 60 months that meet the criteria 1 point will be assigned to a maximum of 4 points overall.	One (1) additional competition: 1 Two (2) additional competitions: 2 Three (3) additional competitions: 3 Four (4) additional competitions: 4		
RT2	Further to M3, the Proposed Resource should have experience managing competitions in the last 60 months for classification groups in the Information Management (IM) or Information Technology (IT) streams in the Federal, Provincial or Municipal Government. For each additional competition in the last 60 months that meet the criteria 1 point will be assigned to a maximum of 6 points overall.	One (1) additional competition: 1 Two (2) additional competitions: 2 Three (3) additional competitions: 3 Four (4) additional competitions: 4 Five (5) additional competitions: 5 Six (6) additional competitions: 6		
RT3	Further to M4, the Proposed Resource should have additional experience managing competitions in the last 60 months involving an external process, open to the public.	One (1) additional competition: 1 Two (2) additional competitions: 2 Three (3) additional competitions: 3		

NAME OF RESOURCE:

#	Rated Technical Criteria	Scoring Methodology	Points	Comments
	For each additional competition in the last 60 months that meet the criteria 1 point will be assigned to a maximum of 4 points overall.	Four (4) additional competitions: 4		
RT4	The Proposed Resource should have experience managing competitions in the last 60 months that require for each of the competitions all of the following activities: a) Create and monitor a project plan b) Propose evaluation strategies and supporting material; c) Propose rating guides; d) Draft posters/job advertisements; e) coordinating and administrating tests, interviews; coordinating and completing the reference check etc. f) compiling and preparing the final board reports and finalizing the results of the processes For each competition in the last 60 months that meet this criteria 1 point will be assigned to a maximum of 6 points overall.	One (1) additional competition: 1 Two (2) additional competitions: 2 Three (3) additional competitions: 3 Four (4) additional competitions: 4		
		Total Available points:	20	
		Minimum Total Overall Points Required to be declared responsive:	14	
		Total achieved:	20	

INDIVIDUAL EVALUATION WORKSHEETS

SOLICITATION No.:	1000354702	TITLE:	TSPS SA - Senior Staffing Consultant
NAME OF BIDDER:		RESOURCE NAME:	

Evaluator:		Date:		Signature:	

EVALUATION SCORE:			
Mandatory Criteria:	Met / Not Met:		*Compliant or Not Compliant*
Point-Rated Criteria:	Maximum Score Available:	165 points	*Compliant or Not Compliant*
	Minimum Score Required:	120 points	
	Total Points Achieved:	**xx points**	

NOTES:
For any requirements that specify a particular time period (e.g., 2 years) of work experience, Canada will disregard any information about experience if the technical bid does not include the relevant dates (month and year) for the experience claimed (i.e., the start date and end date). Canada will evaluate only the duration that the resource actually worked on a project or projects (from his or her start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.

For work experience to be considered by Canada, the technical bid must not simply indicate the title of the individual's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position. In situations in which a proposed resource worked at the same time on more than one project, the duration of any overlapping time period will be counted only once toward any requirements that relate to the individual's length of experience.

Bid information must be divulged only to individuals authorized to participate in this contracting process. Information must not be divulged to, or discussed with, the trade.

	EXAMPLE OF MEETING THE CRITERIA:	**Met** or **Score obtained**	The Bidder has demonstrated that the proposed resource has the minimum experience required that pertains to this criteria with the following projects: *NOTE: Indicate the Project No. and months counted* Project No. xx / xx months **Total of xx months or projects counted.**
	EXAMPLE OF NOT MEETING THE CRITERIA:	**Not Met** or **Score obtained**	The Bidder did not demonstrate that the proposed resource has the minimum experience required that pertains to this criteria; the following projects were not accepted: *NOTE: Indicate the Project No. and months and* ***must*** *explain* ***why*** *the experience did not meet the criteria in the "Comments" field.* Project No. xx / xx months Comments:
	EXAMPLE OF MEETING AND NOT MEETING THE CRITERIA:	**Not Met** or **Score obtained**	The Bidder did not demonstrate that the proposed resource has the minimum experience required that pertains to this criteria. **The following projects were accepted:** *NOTE: Indicate the Project No. and months counted* Project No. xx / xx months Total of xx months or projects counted. **The following projects were not accepted:** *NOTE: Indicate the Project No. and months and* ***must*** *explain* ***why*** *the experience did not meet the criteria in the "Comments" field.* Project No. xx / xx months Comments:

1. MANDATORY TECHNICAL CRITERIA

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement. Mandatory requirements are evaluated on a simple pass or fail basis. Failure by a Bidder to meet any one of the mandatory requirements will render the Bidder's proposal non-responsive and will not be given further consideration. The treatment of mandatory requirements in any procurement process is absolute. Each criterion should be addressed separately and the criterion not addressed will be considered as "Not Met".

1.1 Senior Staffing Consultant

NAME OF RESOURCE: ____________

#	Mandatory Technical (MT) Criteria	Bidder's Response	
		Comments	Met/Not Met
MT1	The Bidder must demonstrate that the proposed resource meets the requirement of the PSPC TSPS Supply Arrangement Flexible Grid for Staffing Consultant: The Flexible Grid represents a combination of education and experience. A Senior Level Staffing Consultant must have a minimum score of 95. Resource score: ____________ Bidder must provide proof of education and experience at bid closing. The Certification must be relevant to the field of application. Acceptable certifications include but are not limited to those on the following list. Whether listed or not, it is incumbent upon the Bidder to demonstrate the relevance of professional certification(s) to the proposed work. • Certified Staffings (HR) Professional (CHRP) • International Personnel Management Association Certified Professional (IPMA-CP) • International Personnel Management Association Certified Specialist (IPMA-CS) • Successful completion of the Public Service Commission Appointment Framework Knowledge Test • Accreditation in Classification in the Federal Public Service Context • Formal training on the Federal Public Service Classification Standard		

NAME OF RESOURCE:

#	Mandatory Technical (MT) Criteria	Bidder's Response	
		Comments	Met/Not Met
	• PSC Staffing Certification (issued up to Dec. 2005) • National Staffing Council Certification		
MT2	The Proposed Resource must have prepared the documentation and managed a minimum of five (5) competitions in the last 60 months that must meet the Qualification standards for the core public administration by occupational group or classification.		
MT3	The Proposed Resource must have managed a minimum of five (5) competitions in the last 60 months for classification groups in the Information Management (IM) or Information Technology (IT) stream in the Federal, Provincial or Municipal Government.		
MT4	The Proposed Resource must have experience managing a minimum of three (3) competitions in the last 60 months involving an external process open to the public.		

2. POINT RATED TECHNICAL CRITERIA

Each Technical Bid that meets all the Mandatory Requirements specified above will be evaluated and scored in accordance with the following point-rated evaluation criteria tables. Beside each of the criterion, the Bidder should write the relevant page number(s) from its proposal, which addresses the requirement identified in the criterion. Each criterion should be addressed separately. Point rated technical criterion not addressed will be given a score of zero. The proposed resource will be evaluated against the point rated criteria and must meet the minimum score.

2.1 Senior Staffing Consultant

NAME OF RESOURCE:

#	Rated Technical Criteria	Scoring Methodology	Points	Comments
RT1	Further to M2, the Proposed Resource should have additional experience preparing the documentation and managing competitions in the last 60 months that must meet the Qualification standards for the core public administration by occupational group or classification, with at least one (1) for the Computer Systems (CS) group. For each additional competition in the last 60 months that meet the criteria 1 point will be assigned to a maximum of 4 points overall.	One (1) additional competition: 1 Two (2) additional competitions: 2 Three (3) additional competitions: 3 Four (4) additional competitions: 4	/4	
RT2	Further to M3, the Proposed Resource should have experience managing competitions in the last 60 months for classification groups in the Information Management (IM) or Information Technology (IT) streams in the Federal, Provincial or Municipal Government. For each additional competition in the last 60 months that meet the criteria 1 point will be assigned to a maximum of 6 points overall.	One (1) additional competition: 1 Two (2) additional competitions: 2 Three (3) additional competitions: 3 Four (4) additional competitions: 4 Five (5) additional competitions: 5 Six (6) additional competitions: 6	/6	
RT3	Further to M4, the Proposed Resource should have additional experience managing competitions in the last 60 months involving an external process, open to the public.	One (1) additional competition: 1 Two (2) additional competitions: 2 Three (3) additional competitions: 3	/4	

NAME OF RESOURCE:

#	Rated Technical Criteria	Scoring Methodology	Points	Comments
	For each additional competition in the last 60 months that meet the criteria 1 point will be assigned to a maximum of 4 points overall.	Four (4) additional competitions: 4		
RT4	The Proposed Resource should have experience managing competitions in the last 60 months that require for each of the competitions all of the following activities: a) Create and monitor a project plan b) Propose evaluation strategies and supporting material; c) Propose rating guides; d) Draft posters/job advertisements; e) coordinating and administrating tests, interviews; coordinating and completing the reference check etc. f) compiling and preparing the final board reports and finalizing the results of the processes For each competition in the last 60 months that meet this criteria 1 point will be assigned to a maximum of 6 points overall.	One (1) additional competition: 1 Two (2) additional competitions: 2 Three (3) additional competitions: 3 Four (4) additional competitions: 4	/4	
		Total Available points:	20	
		Minimum Total Overall Points Required to be declared responsive:	14	
		Total achieved:		

INDIVIDUAL EVALUATION WORKSHEETS

SOLICITATION No.:	1000354702	TITLE:	TSPS SA - Senior Staffing Consultant
NAME OF BIDDER:		RESOURCE NAME:	

Evaluator:	Julie Roy	Date:	December 21, 2020	Signature:	Julie Roy

EVALUATION SCORE:			
Mandatory Criteria:	Met / Not Met:	Met	Not Compliant
Point-Rated Criteria:	Maximum Score Available:	20 points	N/A
	Minimum Score Required:	14 points	
	Total Points Achieved:	N/A points	

NOTES:
For any requirements that specify a particular time period (e.g., 2 years) of work experience, Canada will disregard any information about experience if the technical bid does not include the relevant dates (month and year) for the experience claimed (i.e., the start date and end date). Canada will evaluate only the duration that the resource actually worked on a project or projects (from his or her start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.

For work experience to be considered by Canada, the technical bid must not simply indicate the title of the individual's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position. In situations in which a proposed resource worked at the same time on more than one project, the duration of any overlapping time period will be counted only once toward any requirements that relate to the individual's length of experience.

Bid information must be divulged only to individuals authorized to participate in this contracting process. Information must not be divulged to, or discussed with, the trade.

	EXAMPLE OF MEETING THE CRITERIA:	**Met** or **Score obtained**	The Bidder has demonstrated that the proposed resource has the minimum experience required that pertains to this criteria with the following projects: *NOTE: Indicate the Project No. and months counted* Project No. xx / xx months **Total of xx months or projects counted.**
	EXAMPLE OF NOT MEETING THE CRITERIA:	**Not Met** or **Score obtained**	The Bidder did not demonstrate that the proposed resource has the minimum experience required that pertains to this criteria; the following projects were not accepted: *NOTE: Indicate the Project No. and months and* ***must*** *explain* ***why*** *the experience did not meet the criteria in the "Comments" field.* Project No. xx / xx months Comments:
	EXAMPLE OF MEETING AND NOT MEETING THE CRITERIA:	**Not Met** or **Score obtained**	The Bidder did not demonstrate that the proposed resource has the minimum experience required that pertains to this criteria. **The following projects were accepted:** *NOTE: Indicate the Project No. and months counted* Project No. xx / xx months Total of xx months or projects counted. **The following projects were not accepted:** *NOTE: Indicate the Project No. and months and* ***must*** *explain* ***why*** *the experience did not meet the criteria in the "Comments" field.* Project No. xx / xx months Comments:

1. MANDATORY TECHNICAL CRITERIA

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement. Mandatory requirements are evaluated on a simple pass or fail basis. Failure by a Bidder to meet any one of the mandatory requirements will render the Bidder's proposal non-responsive and will not be given further consideration. The treatment of mandatory requirements in any procurement process is absolute. Each criterion should be addressed separately and the criterion not addressed will be considered as "Not Met".

1.1 Senior Staffing Consultant

NAME OF RESOURCE:

#	Mandatory Technical (MT) Criteria	Bidder's Response	
		Comments	Met/Not Met
MT1	The Bidder must demonstrate that the proposed resource meets the requirement of the PSPC TSPS Supply Arrangement Flexible Grid for Staffing Consultant: The Flexible Grid represents a combination of education and experience. A Senior Level Staffing Consultant must have a minimum score of 95. Resource score: _____110 points________ Bidder must provide proof of education and experience at bid closing. The Certification must be relevant to the field of application. Acceptable certifications include but are not limited to those on the following list. Whether listed or not, it is incumbent upon the Bidder to demonstrate the relevance of professional certification(s) to the proposed work. • Certified Staffings (HR) Professional (CHRP) • International Personnel Management Association Certified Professional (IPMA-CP) • International Personnel Management Association Certified Specialist (IPMA-CS) • Successful completion of the Public Service Commission Appointment Framework Knowledge Test • Accreditation in Classification in the Federal Public Service Context • Formal training on the Federal Public Service Classification Standard		Met

NAME OF RESOURCE:

#	Mandatory Technical (MT) Criteria	Bidder's Response	
		Comments	Met/Not Met
	• PSC Staffing Certification (issued up to Dec. 2005) • National Staffing Council Certification		
MT2	The Proposed Resource must have prepared the documentation and managed a minimum of five (5) competitions in the last 60 months that must meet the Qualification standards for the core public administration by occupational group or classification.		Met
MT3	The Proposed Resource must have managed a minimum of five (5) competitions in the last 60 months for classification groups in the Information Management (IM) or Information Technology (IT) stream in the Federal, Provincial or Municipal Government.		Not Met
MT4	The Proposed Resource must have experience managing a minimum of three (3) competitions in the last 60 months involving an external process open to the public.		Met

2. POINT RATED TECHNICAL CRITERIA

Each Technical Bid that meets all the Mandatory Requirements specified above will be evaluated and scored in accordance with the following point-rated evaluation criteria tables. Beside each of the criterion, the Bidder should write the relevant page number(s) from its proposal, which addresses the requirement identified in the criterion. Each criterion should be addressed separately. Point rated technical criterion not addressed will be given a score of zero. The proposed resource will be evaluated against the point rated criteria and must meet the minimum score.

2.1 Senior Staffing Consultant

NAME OF RESOURCE:

#	Rated Technical Criteria	Scoring Methodology	Points	Comments
RT1	Further to M2, the Proposed Resource should have additional experience preparing the documentation and managing competitions in the last 60 months that must meet the Qualification standards for the core public administration by occupational group or classification, with at least one (1) for the Computer Systems (CS) group. For each additional competition in the last 60 months that meet the criteria 1 point will be assigned to a maximum of 4 points overall.	One (1) additional competition – 1 Two (2) additional competitions – 2 Three (3) additional competitions – 3 Four (4) additional competitions – 4		
RT2	Further to M3, the Proposed Resource should have experience managing competitions in the last 60 months for classification groups in the Information Management (IM) or Information Technology (IT) streams in the Federal, Provincial or Municipal Government. For each additional competition in the last 60 months that meet the criteria 1 point will be assigned to a maximum of 6 points overall.	One (1) additional competition – 1 Two (2) additional competitions – 2 Three (3) additional competitions – 3 Four (4) additional competitions – 4 Five (5) additional competitions – 5 Six (6) additional competitions – 6		
RT3	Further to M4, the Proposed Resource should have additional experience managing competitions in the last 60	One (1) additional competition – 1 Two (2) additional competitions – 2		

NAME OF RESOURCE:

#	Rated Technical Criteria	Scoring Methodology	Points	Comments
	months involving an external process, open to the public. For each additional competition in the last 60 months that meet the criteria 1 point will be assigned to a maximum of 4 points overall.	Three (3) additional competitions — 3 Four (4) additional competitions — 4		
RT4	The Proposed Resource should have experience managing competitions in the last 60 months that require for each of the competitions all of the following activities: a) Create and monitor a project plan b) Propose evaluation strategies and supporting material; c) Propose rating guides; d) Draft posters/job advertisements; e) coordinating and administrating tests, interviews; coordinating and completing the reference check etc. f) compiling and preparing the final board reports and finalizing the results of the processes For each competition in the last 60 months that meet this criteria 1 point will be assigned to a maximum of 6 points overall.	One (1) additional competition — 1 Two (2) additional competitions — 2 Three (3) additional competitions — 3 Four (4) additional competitions — 4 One (1) additional competition — 1 Two (2) additional competitions — 2 Three (3) additional competitions — 3 Four (4) additional competitions — 4 Five (5) additional competitions — 5 Six (6) additional competitions — 6		
		Total Available points:	20	
		Minimum Total Overall Points Required to be declared responsive:	14	
		Total achieved:	18	

INDIVIDUAL EVALUATION WORKSHEETS

SOLICITATION No.:	1000354702	TITLE:	TSPS SA - Senior Staffing Consultant
NAME OF BIDDER:		RESOURCE NAME:	

Evaluator:	Meaghan Conrod	Date:	2021-01-04	Signature:	

EVALUATION SCORE:			
Mandatory Criteria:	Met / Not Met:	**Not Compliant**	*Compliant or Not Compliant*
Point-Rated Criteria:	Maximum Score Available:	165 points	*Compliant or Not Compliant*
	Minimum Score Required:	120 points	
	Total Points Achieved:	**xx points**	

NOTES:
For any requirements that specify a particular time period (e.g., 2 years) of work experience, Canada will disregard any information about experience if the technical bid does not include the relevant dates (month and year) for the experience claimed (i.e., the start date and end date). Canada will evaluate only the duration that the resource actually worked on a project or projects (from his or her start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.

For work experience to be considered by Canada, the technical bid must not simply indicate the title of the individual's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position. In situations in which a proposed resource worked at the same time on more than one project, the duration of any overlapping time period will be counted only once toward any requirements that relate to the individual's length of experience.

Bid information must be divulged only to individuals authorized to participate in this contracting process. Information must not be divulged to, or discussed with, the trade.

	EXAMPLE OF MEETING THE CRITERIA:	**Met** or **Score obtained**	The Bidder has demonstrated that the proposed resource has the minimum experience required that pertains to this criteria with the following projects: *NOTE: Indicate the Project No. and months counted* Project No. xx / xx months **Total of xx months or projects counted.**
	EXAMPLE OF NOT MEETING THE CRITERIA:	**Not Met** or **Score obtained**	The Bidder did not demonstrate that the proposed resource has the minimum experience required that pertains to this criteria; the following projects were not accepted: *NOTE: Indicate the Project No. and months and* ***must*** *explain* ***why*** *the experience did not meet the criteria in the "Comments" field.* Project No. xx / xx months Comments:
	EXAMPLE OF MEETING AND NOT MEETING THE CRITERIA:	**Not Met** or **Score obtained**	The Bidder did not demonstrate that the proposed resource has the minimum experience required that pertains to this criteria. **The following projects were accepted:** *NOTE: Indicate the Project No. and months counted* Project No. xx / xx months Total of xx months or projects counted. **The following projects were not accepted:** *NOTE: Indicate the Project No. and months and* ***must*** *explain* ***why*** *the experience did not meet the criteria in the "Comments" field.* Project No. xx / xx months Comments:

1. MANDATORY TECHNICAL CRITERIA

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement. Mandatory requirements are evaluated on a simple pass or fail basis. Failure by a Bidder to meet any one of the mandatory requirements will render the Bidder's proposal non-responsive and will not be given further consideration. The treatment of mandatory requirements in any procurement process is absolute. Each criterion should be addressed separately and the criterion not addressed will be considered as "Not Met".

1.1 Senior Staffing Consultant

NAME OF RESOURCE:

#	Mandatory Technical (MT) Criteria	Bidder's Response	
		Comments	Met/Not Met
MT1	The Bidder must demonstrate that the proposed resource meets the requirement of the PSPC TSPS Supply Arrangement Flexible Grid for Staffing Consultant: The Flexible Grid represents a combination of education and experience. A Senior Level Staffing Consultant must have a minimum score of 95. Resource score : ____________ Bidder must provide proof of education and experience at bid closing. The Certification must be relevant to the field of application. Acceptable certifications include but are not limited to those on the following list. Whether listed or not, it is incumbent upon the Bidder to demonstrate the relevance of professional certification(s) to the proposed work. • Certified Staffings (HR) Professional (CHRP) • International Personnel Management Association Certified Professional (IPMA-CP) • International Personnel Management Association Certified Specialist (IPMA-CS) • Successful completion of the Public Service Commission Appointment Framework Knowledge Test • Accreditation in Classification in the Federal Public Service Context • Formal training on the Federal Public Service Classification Standard		Met 110pts

NAME OF RESOURCE:

#	Mandatory Technical (MT) Criteria	Bidder's Response	
		Comments	Met/Not Met
	• PSC Staffing Certification (issued up to Dec. 2005) • National Staffing Council Certification		
MT2	The Proposed Resource must have prepared the documentation and managed a minimum of five (5) competitions in the last 60 months that must meet the Qualification standards for the core public administration by occupational group or classification.		Met
MT3	The Proposed Resource must have managed a minimum of five (5) competitions in the last 60 months for classification groups in the Information Management (IM) or Information Technology (IT) stream in the Federal, Provincial or Municipal Government.		Not Met
MT4	The Proposed Resource must have experience managing a minimum of three (3) competitions in the last 60 months involving an external process open to the public.		Met

2. POINT RATED TECHNICAL CRITERIA

Each Technical Bid that meets all the Mandatory Requirements specified above will be evaluated and scored in accordance with the following point-rated evaluation criteria tables. Beside each of the criterion, the Bidder should write the relevant page number(s) from its proposal, which addresses the requirement identified in the criterion. Each criterion should be addressed separately. Point rated technical criterion not addressed will be given a score of zero. The proposed resource will be evaluated against the point rated criteria and must meet the minimum score.

2.1 Senior Staffing Consultant

NAME OF RESOURCE:

#	Rated Technical Criteria	Scoring Methodology	Points	Comments
RT1	Further to M2, the Proposed Resource should have additional experience preparing the documentation and managing competitions in the last 60 months that must meet the Qualification standards for the core public administration by occupational group or classification, with at least one (1) for the Computer Systems (CS) group. For each additional competition in the last 60 months that meet the criteria 1 point will be assigned to a maximum of 4 points overall.	One (1) additional competition: 1 Two (2) additional competitions: 2 Three (3) additional competitions: 3 Four (4) additional competitions: 4	/4	
RT2	Further to M3, the Proposed Resource should have experience managing competitions in the last 60 months for classification groups in the Information Management (IM) or Information Technology (IT) streams in the Federal,	One (1) additional competition: 1 Two (2) additional competitions: 2 Three (3) additional competitions: 3 Four (4) additional competitions: 4	/6	

NAME OF RESOURCE:

#	Rated Technical Criteria	Scoring Methodology	Points	Comments
	Provincial or Municipal Government. For each additional competition in the last 60 months that meet the criteria 1 point will be assigned to a maximum of 6 points overall.	Five (5) additional competitions — 5 Six (6) additional competitions — 6		
RT3	Further to M4, the Proposed Resource should have additional experience managing competitions in the last 60 months involving an external process, open to the public. For each additional competition in the last 60 months that meet the criteria 1 point will be assigned to a maximum of 4 points overall.	One (1) additional competition — 1 Two (2) additional competitions — 2 Three (3) additional competitions — 3 Four (4) additional competitions — 4	/4	
RT4	The Proposed Resource should have experience managing competitions in the last 60 months that require for each of the competitions all of the following activities: a) Create and monitor a project plan b) Propose evaluation strategies and supporting material; c) Propose rating guides; d) Draft posters/job advertisements; e) coordinating and administrating tests, interviews; coordinating and completing the reference check etc. f) compiling and preparing the final board reports and finalizing the results of the processes For each competition in the last 60 months that meet this criteria 1 point will be assigned to a maximum of 6 points overall.	One (1) additional competition — 1 Two (2) additional competitions — 2 Three (3) additional competitions — 3 Four (4) additional competitions — 4	/4	
		Total Available points:	20	
		Minimum Total Overall Points Required to be declared responsive:	14	
		Total achieved:		

INDIVIDUAL EVALUATION WORKSHEETS

SOLICITATION No.:	1000354702	**TITLE:**	TSPS SA - Senior Staffing Consultant
NAME OF BIDDER:		**RESOURCE NAME:**	

Evaluator:	Marie-Josée poirier	**Date:**	18-12-2020	**Signature:**	Marie-Josée Poirier

EVALUATION SCORE:			
Mandatory Criteria:	Met / Not Met:	**Met**	***Compliant***
Point-Rated Criteria:	Maximum Score Available:	165 points	***Compliant***
	Minimum Score Required:	120 points	
	Total Points Achieved:	**124 points**	

NOTES:
For any requirements that specify a particular time period (e.g., 2 years) of work experience, Canada will disregard any information about experience if the technical bid does not include the relevant dates (month and year) for the experience claimed (i.e., the start date and end date). Canada will evaluate only the duration that the resource actually worked on a project or projects (from his or her start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.

For work experience to be considered by Canada, the technical bid must not simply indicate the title of the individual's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position. In situations in which a proposed resource worked at the same time on more than one project, the duration of any overlapping time period will be counted only once toward any requirements that relate to the individual's length of experience.

Bid information must be divulged only to individuals authorized to participate in this contracting process. Information must not be divulged to, or discussed with, the trade.

	EXAMPLE OF MEETING THE CRITERIA:	**Met** or **Score obtained**	The Bidder has demonstrated that the proposed resource has the minimum experience required that pertains to this criteria with the following projects: *NOTE: Indicate the Project No. and months counted* Project No. xx / xx months **Total of xx months or projects counted.**
	EXAMPLE OF NOT MEETING THE CRITERIA:	**Not Met** or **Score obtained**	The Bidder did not demonstrate that the proposed resource has the minimum experience required that pertains to this criteria; the following projects were not accepted: *NOTE: Indicate the Project No. and months and* ***must*** *explain* ***why*** *the experience did not meet the criteria in the "Comments" field.* Project No. xx / xx months Comments:
	EXAMPLE OF MEETING AND NOT MEETING THE CRITERIA:	**Not Met** or **Score obtained**	The Bidder did not demonstrate that the proposed resource has the minimum experience required that pertains to this criteria. **The following projects were accepted:** *NOTE: Indicate the Project No. and months counted* Project No. xx / xx months Total of xx months or projects counted. **The following projects were not accepted:** *NOTE: Indicate the Project No. and months and* ***must*** *explain* ***why*** *the experience did not meet the criteria in the "Comments" field.* Project No. xx / xx months Comments:

1. MANDATORY TECHNICAL CRITERIA

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement. Mandatory requirements are evaluated on a simple pass or fail basis. Failure by a Bidder to meet any one of the mandatory requirements will render the Bidder's proposal non-responsive and will not be given further consideration. The treatment of mandatory requirements in any procurement process is absolute. Each criterion should be addressed separately and the criterion not addressed will be considered as "Not Met".

1.1 Senior Staffing Consultant

NAME OF RESOURCE: ____________

#	Mandatory Technical (MT) Criteria	Bidder's Response	
		Comments	Met/Not Met
MT1	The Bidder must demonstrate that the proposed resource meets the requirement of the PSPC TSPS Supply Arrangement Flexible Grid for Staffing Consultant: The Flexible Grid represents a combination of education and experience. A Senior Level Staffing Consultant must have a minimum score of 95. Resource score: ____________ Bidder must provide proof of education and experience at bid closing. The Certification must be relevant to the field of application. Acceptable certifications include but are not limited to those on the following list. Whether listed or not, it is incumbent upon the Bidder to demonstrate the relevance of professional certification(s) to the proposed work. • Certified Staffings (HR) Professional (CHRP) • International Personnel Management Association Certified Professional (IPMA-CP) • International Personnel Management Association Certified Specialist (IPMA-CS) • Successful completion of the Public Service Commission Appointment Framework Knowledge Test • Accreditation in Classification in the Federal Public Service Context • Formal training on the Federal Public Service Classification Standard		Met 110 pts

NAME OF RESOURCE:

#	Mandatory Technical (MT) Criteria	Bidder's Response	
		Comments	Met/Not Met
	• PSC Staffing Certification (issued up to Dec. 2005) • National Staffing Council Certification		
MT2	The Proposed Resource must have prepared the documentation and managed a minimum of five (5) competitions in the last 60 months that must meet the Qualification standards for the core public administration by occupational group or classification.		Met
MT3	The Proposed Resource must have managed a minimum of five (5) competitions in the last 60 months for classification groups in the Information Management (IM) or Information Technology (IT) stream in the Federal, Provincial or Municipal Government.		Met
MT4	The Proposed Resource must have experience managing a minimum of three (3) competitions in the last 60 months involving an external process open to the public.		Met

2. POINT RATED TECHNICAL CRITERIA

Each Technical Bid that meets all the Mandatory Requirements specified above will be evaluated and scored in accordance with the following point-rated evaluation criteria tables. Beside each of the criterion, the Bidder should write the relevant page number(s) from its proposal, which addresses the requirement identified in the criterion. Each criterion should be addressed separately. Point rated technical criterion not addressed will be given a score of zero. The proposed resource will be evaluated against the point rated criteria and must meet the minimum score.

2.1 Senior Staffing Consultant

NAME OF RESOURCE:

#	Rated Technical Criteria	Scoring Methodology	Points	Comments
RT1	Further to M2, the Proposed Resource should have additional experience preparing the documentation and managing competitions in the last 60 months that must meet the Qualification standards for the core public administration by occupational group or classification, with at least one (1) for the Computer Systems (CS) group. For each additional competition in the last 60 months that meet the criteria 1 point will be assigned to a maximum of 4 points overall.	One (1) additional competition — 1 Two (2) additional competitions — 2 Three (3) additional competitions — 3 Four (4) additional competitions — 4		
RT2	Further to M3, the Proposed Resource should have experience managing competitions in the last 60 months for classification groups in the Information Management (IM) or Information Technology (IT) streams in the Federal, Provincial or Municipal Government. For each additional competition in the last 60 months that meet the criteria 1 point will be assigned to a maximum of 6 points overall.	One (1) additional competition — 1 Two (2) additional competitions — 2 Three (3) additional competitions — 3 Four (4) additional competitions — 4 Five (5) additional competitions — 5 Six (6) additional competitions — 6		
RT3	Further to M4, the Proposed Resource should have additional experience managing competitions in the last 60 months involving an external process, open to the public.	One (1) additional competition — 1 Two (2) additional competitions — 2 Three (3) additional competitions — 3		

NAME OF RESOURCE:

#	Rated Technical Criteria	Scoring Methodology	Points	Comments
	For each additional competition in the last 60 months that meet the criteria 1 point will be assigned to a maximum of 4 points overall.	Four (4) additional competitions — 4		
RT4	The Proposed Resource should have experience managing competitions in the last 60 months that require for each of the competitions all of the following activities: a) Create and monitor a project plan b) Propose evaluation strategies and supporting material; c) Propose rating guides; d) Draft posters/job advertisements; e) coordinating and administrating tests, interviews; coordinating and completing the reference check etc. f) compiling and preparing the final board reports and finalizing the results of the processes For each competition in the last 60 months that meet this criteria 1 point will be assigned to a maximum of 6 points overall.	One (1) additional competition — 1 Two (2) additional competitions — 2 Three (3) additional competitions — 3 Four (4) additional competitions — 4		
		Total Available points:	20	
		Minimum Total Overall Points Required to be declared responsive:	14	
		Total achieved:	14	

INDIVIDUAL EVALUATION WORKSHEETS

SOLICITATION No.:	1000354702	**TITLE:**	TSPS SA - Senior Staffing Consultant
NAME OF BIDDER:		**RESOURCE NAME:**	

Evaluator:		**Date:**		**Signature:**	

EVALUATION SCORE:			
Mandatory Criteria:	Met / Not Met:		***Compliant or Not Compliant***
Point-Rated Criteria:	Maximum Score Available:	165 points	***Compliant or Not Compliant***
	Minimum Score Required:	120 points	
	Total Points Achieved:	**xx points**	

NOTES:
For any requirements that specify a particular time period (e.g., 2 years) of work experience, Canada will disregard any information about experience if the technical bid does not include the relevant dates (month and year) for the experience claimed (i.e., the start date and end date). Canada will evaluate only the duration that the resource actually worked on a project or projects (from his or her start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.

For work experience to be considered by Canada, the technical bid must not simply indicate the title of the individual's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position. In situations in which a proposed resource worked at the same time on more than one project, the duration of any overlapping time period will be counted only once toward any requirements that relate to the individual's length of experience.

Bid information must be divulged only to individuals authorized to participate in this contracting process. Information must not be divulged to, or discussed with, the trade.

	EXAMPLE OF MEETING THE CRITERIA:	**Met** or **Score obtained**	The Bidder has demonstrated that the proposed resource has the minimum experience required that pertains to this criteria with the following projects: *NOTE: Indicate the Project No. and months counted* Project No. xx / xx months **Total of xx months or projects counted.**
	EXAMPLE OF NOT MEETING THE CRITERIA:	**Not Met** or **Score obtained**	The Bidder did not demonstrate that the proposed resource has the minimum experience required that pertains to this criteria; the following projects were not accepted: *NOTE: Indicate the Project No. and months and* ***must*** *explain* ***why*** *the experience did not meet the criteria in the "Comments" field.* Project No. xx / xx months Comments:
	EXAMPLE OF MEETING AND NOT MEETING THE CRITERIA:	**Not Met** or **Score obtained**	The Bidder did not demonstrate that the proposed resource has the minimum experience required that pertains to this criteria. **The following projects were accepted:** *NOTE: Indicate the Project No. and months counted* Project No. xx / xx months Total of xx months or projects counted. **The following projects were not accepted:** *NOTE: Indicate the Project No. and months and* ***must*** *explain* ***why*** *the experience did not meet the criteria in the "Comments" field.* Project No. xx / xx months Comments:

1. MANDATORY TECHNICAL CRITERIA

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement. Mandatory requirements are evaluated on a simple pass or fail basis. Failure by a Bidder to meet any one of the mandatory requirements will render the Bidder's proposal non-responsive and will not be given further consideration. The treatment of mandatory requirements in any procurement process is absolute. Each criterion should be addressed separately and the criterion not addressed will be considered as "Not Met".

1.1 Senior Staffing Consultant

NAME OF RESOURCE:

#	Mandatory Technical (MT) Criteria	Bidder's Response	
		Comments	Met/Not Met
MT1	The Bidder must demonstrate that the proposed resource meets the requirement of the PSPC TSPS Supply Arrangement Flexible Grid for Staffing Consultant: The Flexible Grid represents a combination of education and experience. A Senior Level Staffing Consultant must have a minimum score of 95. Resource score: ____________ Bidder must provide proof of education and experience at bid closing. The Certification must be relevant to the field of application. Acceptable certifications include but are not limited to those on the following list. Whether listed or not, it is incumbent upon the Bidder to demonstrate the relevance of professional certification(s) to the proposed work. • Certified Staffings (HR) Professional (CHRP) • International Personnel Management Association Certified Professional (IPMA-CP) • International Personnel Management Association Certified Specialist (IPMA-CS) • Successful completion of the Public Service Commission Appointment Framework Knowledge Test • Accreditation in Classification in the Federal Public Service Context • Formal training on the Federal Public Service Classification Standard		

NAME OF RESOURCE:

#	Mandatory Technical (MT) Criteria	Bidder's Response	
		Comments	Met/Not Met
	• PSC Staffing Certification (issued up to Dec. 2005) • National Staffing Council Certification		
MT2	The Proposed Resource must have prepared the documentation and managed a minimum of five (5) competitions in the last 60 months that must meet the Qualification standards for the core public administration by occupational group or classification.		
MT3	The Proposed Resource must have managed a minimum of five (5) competitions in the last 60 months for classification groups in the Information Management (IM) or Information Technology (IT) stream in the Federal, Provincial or Municipal Government.		
MT4	The Proposed Resource must have experience managing a minimum of three (3) competitions in the last 60 months involving an external process open to the public.		

2. POINT RATED TECHNICAL CRITERIA

Each Technical Bid that meets all the Mandatory Requirements specified above will be evaluated and scored in accordance with the following point-rated evaluation criteria tables. Beside each of the criterion, the Bidder should write the relevant page number(s) from its proposal, which addresses the requirement identified in the criterion. Each criterion should be addressed separately. Point rated technical criterion not addressed will be given a score of zero. The proposed resource will be evaluated against the point rated criteria and must meet the minimum score.

2.1 Senior Staffing Consultant

NAME OF RESOURCE:

#	Rated Technical Criteria	Scoring Methodology	Points	Comments
RT1	Further to M2, the Proposed Resource should have additional experience preparing the documentation and managing competitions in the last 60 months that must meet the Qualification standards for the core public administration by occupational group or classification, with at least one (1) for the Computer Systems (CS) group. For each additional competition in the last 60 months that meet the criteria 1 point will be assigned to a maximum of 4 points overall.	One (1) additional competition — 1 Two (2) additional competitions — 2 Three (3) additional competitions — 3 Four (4) additional competitions — 4	/4	
RT2	Further to M3, the Proposed Resource should have experience managing competitions in the last 60 months for classification groups in the Information Management (IM) or Information Technology (IT) streams in the Federal, Provincial or Municipal Government. For each additional competition in the last 60 months that meet the criteria 1 point will be assigned to a maximum of 6 points overall.	One (1) additional competition — 1 Two (2) additional competitions — 2 Three (3) additional competitions — 3 Four (4) additional competitions — 4 Five (5) additional competitions — 5 Six (6) additional competitions — 6	/6	
RT3	Further to M4, the Proposed Resource should have additional experience managing competitions in the last 60 months involving an external process, open to the public.	One (1) additional competition — 1 Two (2) additional competitions — 2 Three (3) additional competitions — 3	/4	

NAME OF RESOURCE:

#	Rated Technical Criteria	Scoring Methodology	Points	Comments
	For each additional competition in the last 60 months that meet the criteria 1 point will be assigned to a maximum of 4 points overall.	Four (4) additional competitions — 4		
RT4	The Proposed Resource should have experience managing competitions in the last 60 months that require for each of the competitions all of the following activities: a) Create and monitor a project plan b) Propose evaluation strategies and supporting material; c) Propose rating guides; d) Draft posters/job advertisements; e) coordinating and administrating tests, interviews; coordinating and completing the reference check etc. f) compiling and preparing the final board reports and finalizing the results of the processes For each competition in the last 60 months that meet this criteria 1 point will be assigned to a maximum of 6 points overall.	One (1) additional competition — 1 Two (2) additional competitions — 2 Three (3) additional competitions — 3 Four (4) additional competitions — 4	/4	
		Total Available points:	20	
		Minimum Total Overall Points Required to be declared responsive:	14	
		Total achieved:		

INDIVIDUAL EVALUATION WORKSHEETS

SOLICITATION No.:	1000354702	TITLE:	TSPS SA - Senior Staffing Consultant
NAME OF BIDDER:		RESOURCE NAME:	

Evaluator:	Julie Roy	Date:	December 21, 2020	Signature:	Julie Roy

EVALUATION SCORE:			
Mandatory Criteria:	Met / Not Met:	**Met**	***Non Compliant***
Point-Rated Criteria:	**Maximum Score Available:**	**20 points**	***N/A***
	Minimum Score Required:	14 points	
	Total Points Achieved:	**N/A points**	

NOTES:

For any requirements that specify a particular time period (e.g., 2 years) of work experience, Canada will disregard any information about experience if the technical bid does not include the relevant dates (month and year) for the experience claimed (i.e., the start date and end date). Canada will evaluate only the duration that the resource actually worked on a project or projects (from his or her start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.

For work experience to be considered by Canada, the technical bid must not simply indicate the title of the individual's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position. In situations in which a proposed resource worked at the same time on more than one project, the duration of any overlapping time period will be counted only once toward any requirements that relate to the individual's length of experience.

Bid information must be divulged only to individuals authorized to participate in this contracting process. Information must not be divulged to, or discussed with, the trade.

	EXAMPLE OF MEETING THE CRITERIA:	**Met** or **Score obtained**	The Bidder has demonstrated that the proposed resource has the minimum experience required that pertains to this criteria with the following projects: *NOTE: Indicate the Project No. and months counted* Project No. xx / xx months **Total of xx months or projects counted.**
	EXAMPLE OF NOT MEETING THE CRITERIA:	**Not Met** or **Score obtained**	The Bidder did not demonstrate that the proposed resource has the minimum experience required that pertains to this criteria; the following projects were not accepted: *NOTE: Indicate the Project No. and months and* ***must*** *explain* ***why*** *the experience did not meet the criteria in the "Comments" field.* Project No. xx / xx months Comments:
	EXAMPLE OF MEETING AND NOT MEETING THE CRITERIA:	**Not Met** or **Score obtained**	The Bidder did not demonstrate that the proposed resource has the minimum experience required that pertains to this criteria. **The following projects were accepted:** *NOTE: Indicate the Project No. and months counted* Project No. xx / xx months Total of xx months or projects counted. **The following projects were not accepted:** *NOTE: Indicate the Project No. and months and* ***must*** *explain* ***why*** *the experience did not meet the criteria in the "Comments" field.* Project No. xx / xx months Comments:

1. MANDATORY TECHNICAL CRITERIA

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement. Mandatory requirements are evaluated on a simple pass or fail basis. Failure by a Bidder to meet any one of the mandatory requirements will render the Bidder's proposal non-responsive and will not be given further consideration. The treatment of mandatory requirements in any procurement process is absolute. Each criterion should be addressed separately and the criterion not addressed will be considered as "Not Met".

1.1 Senior Staffing Consultant

NAME OF RESOURCE: ____________

#	Mandatory Technical (MT) Criteria	Bidder's Response	
		Comments	Met/Not Met
MT1	The Bidder must demonstrate that the proposed resource meets the requirement of the PSPC TSPS Supply Arrangement Flexible Grid for Staffing Consultant: The Flexible Grid represents a combination of education and experience. A Senior Level Staffing Consultant must have a minimum score of 95. Resource score: ____110 points__________ Bidder must provide proof of education and experience at bid closing. The Certification must be relevant to the field of application. Acceptable certifications include but are not limited to those on the following list. Whether listed or not, it is incumbent upon the Bidder to demonstrate the relevance of professional certification(s) to the proposed work. • Certified Staffings (HR) Professional (CHRP) • International Personnel Management Association Certified Professional (IPMA-CP) • International Personnel Management Association Certified Specialist (IPMA-CS) • Successful completion of the Public Service Commission Appointment Framework Knowledge Test • Accreditation in Classification in the Federal Public Service Context • Formal training on the Federal Public Service Classification Standard		Met

NAME OF RESOURCE: .

#	Mandatory Technical (MT) Criteria	Bidder's Response	
		Comments	Met/Not Met
	• PSC Staffing Certification (issued up to Dec. 2005) • National Staffing Council Certification		
MT2	The Proposed Resource must have prepared the documentation and managed a minimum of five (5) competitions in the last 60 months that must meet the Qualification standards for the core public administration by occupational group or classification.		Does not meet
MT3	The Proposed Resource must have managed a minimum of five (5) competitions in the last 60 months for classification groups in the Information Management (IM) or Information Technology (IT) stream in the Federal, Provincial or Municipal Government.		Met
MT4	The Proposed Resource must have experience managing a minimum of three (3) competitions in the last 60 months involving an external process open to the public.		Met

2. POINT RATED TECHNICAL CRITERIA

Each Technical Bid that meets all the Mandatory Requirements specified above will be evaluated and scored in accordance with the following point-rated evaluation criteria tables. Beside each of the criterion, the Bidder should write the relevant page number(s) from its proposal, which addresses the requirement identified in the criterion. Each criterion should be addressed separately. Point rated technical criterion not addressed will be given a score of zero. The proposed resource will be evaluated against the point rated criteria and must meet the minimum score.

2.1 Senior Staffing Consultant

NAME OF RESOURCE:

#	Rated Technical Criteria	Scoring Methodology	Points	Comments
RT1	Further to M2, the Proposed Resource should have additional experience preparing the documentation and managing competitions in the last 60 months that must meet the Qualification standards for the core public administration by occupational group or classification, with at least one (1) for the Computer Systems (CS) group. For each additional competition in the last 60 months that meet the criteria 1 point will be assigned to a maximum of 4 points overall.	One (1) additional competition — 1 Two (2) additional competitions — 2 Three (3) additional competitions — 3 Four (4) additional competitions — 4		
RT2	Further to M3, the Proposed Resource should have experience managing competitions in the last 60 months for classification groups in the Information Management (IM) or Information Technology (IT) streams in the Federal, Provincial or Municipal Government. For each additional competition in the last 60 months that meet the criteria 1 point will be assigned to a maximum of 6 points overall.	One (1) additional competition — 1 Two (2) additional competitions — 2 Three (3) additional competitions — 3 Four (4) additional competitions — 4 Five (5) additional competitions — 5 Six (6) additional competitions — 6		

NAME OF RESOURCE:

#	Rated Technical Criteria	Scoring Methodology	Points	Comments
RT3	Further to M4, the Proposed Resource should have additional experience managing competitions in the last 60 months involving an external process, open to the public. For each additional competition in the last 60 months that meet the criteria 1 point will be assigned to a maximum of 4 points overall.	One (1) additional competition – 1 Two (2) additional competitions – 2 Three (3) additional competitions – 3 Four (4) additional competitions – 4		
RT4	The Proposed Resource should have experience managing competitions in the last 60 months that require for each of the competitions all of the following activities: a) Create and monitor a project plan b) Propose evaluation strategies and supporting material; c) Propose rating guides; d) Draft posters/job advertisements; e) coordinating and administrating tests, interviews; coordinating and completing the reference check etc. f) compiling and preparing the final board reports and finalizing the results of the processes For each competition in the last 60 months that meet this criteria 1 point will be assigned to a maximum of 6 points overall.	One (1) additional competition – 1 Two (2) additional competitions – 2 Three (3) additional competitions – 3 Four (4) additional competitions – 4		
		Total Available points:	20	
		Minimum Total Overall Points Required to be declared responsive:	14	
		Total achieved:	20	

INDIVIDUAL EVALUATION WORKSHEETS

SOLICITATION No.:	1000354702	TITLE:	TSPS SA - Senior Staffing Consultant
NAME OF BIDDER:		RESOURCE NAME:	

Evaluator:	Meaghan Conrod	Date:	2020-12-30	Signature:	

EVALUATION SCORE:			
Mandatory Criteria:	Met / Not Met:	**Not Compliant**	*Compliant or Not Compliant*
Point-Rated Criteria:	Maximum Score Available:	165 points	*Compliant or Not Compliant*
	Minimum Score Required:	120 points	
	Total Points Achieved:	**xx points**	

NOTES:
For any requirements that specify a particular time period (e.g., 2 years) of work experience, Canada will disregard any information about experience if the technical bid does not include the relevant dates (month and year) for the experience claimed (i.e., the start date and end date). Canada will evaluate only the duration that the resource actually worked on a project or projects (from his or her start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.

For work experience to be considered by Canada, the technical bid must not simply indicate the title of the individual's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position. In situations in which a proposed resource worked at the same time on more than one project, the duration of any overlapping time period will be counted only once toward any requirements that relate to the individual's length of experience.

Bid information must be divulged only to individuals authorized to participate in this contracting process. Information must not be divulged to, or discussed with, the trade.

	EXAMPLE OF MEETING THE CRITERIA:	**Met** or **Score obtained**	The Bidder has demonstrated that the proposed resource has the minimum experience required that pertains to this criteria with the following projects: *NOTE: Indicate the Project No. and months counted* Project No. xx / xx months **Total of xx months or projects counted.**
	EXAMPLE OF NOT MEETING THE CRITERIA:	**Not Met** or **Score obtained**	The Bidder did not demonstrate that the proposed resource has the minimum experience required that pertains to this criteria; the following projects were not accepted: *NOTE: Indicate the Project No. and months and* ***must*** *explain* ***why*** *the experience did not meet the criteria in the "Comments" field.* Project No. xx / xx months Comments:
	EXAMPLE OF MEETING AND NOT MEETING THE CRITERIA:	**Not Met** or **Score obtained**	The Bidder did not demonstrate that the proposed resource has the minimum experience required that pertains to this criteria. **The following projects were accepted:** *NOTE: Indicate the Project No. and months counted* Project No. xx / xx months Total of xx months or projects counted. **The following projects were not accepted:** *NOTE: Indicate the Project No. and months and* ***must*** *explain* ***why*** *the experience did not meet the criteria in the "Comments" field.* Project No. xx / xx months Comments:

1. MANDATORY TECHNICAL CRITERIA

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement. Mandatory requirements are evaluated on a simple pass or fail basis. Failure by a Bidder to meet any one of the mandatory requirements will render the Bidder's proposal non-responsive and will not be given further consideration. The treatment of mandatory requirements in any procurement process is absolute. Each criterion should be addressed separately and the criterion not addressed will be considered as "Not Met".

1.1 Senior Staffing Consultant

NAME OF RESOURCE: .

#	Mandatory Technical (MT) Criteria	Bidder's Response	
		Comments	Met/Not Met
MT1	The Bidder must demonstrate that the proposed resource meets the requirement of the PSPC TSPS Supply Arrangement Flexible Grid for Staffing Consultant: The Flexible Grid represents a combination of education and experience. A Senior Level Staffing Consultant must have a minimum score of 95. Resource score : ____________ Bidder must provide proof of education and experience at bid closing. The Certification must be relevant to the field of application. Acceptable certifications include but are not limited to those on the following list. Whether listed or not, it is incumbent upon the Bidder to demonstrate the relevance of professional certification(s) to the proposed work. • Certified Staffings (HR) Professional (CHRP) • International Personnel Management Association Certified Professional (IPMA-CP) • International Personnel Management Association Certified Specialist (IPMA-CS) • Successful completion of the Public Service Commission Appointment Framework Knowledge Test • Accreditation in Classification in the Federal Public Service Context • Formal training on the Federal Public Service Classification Standard		Met 110 pts

NAME OF RESOURCE

#	Mandatory Technical (MT) Criteria	Bidder's Response	
		Comments	Met/Not Met
	• PSC Staffing Certification (issued up to Dec. 2005) • National Staffing Council Certification		
MT2	The Proposed Resource must have prepared the documentation and managed a minimum of five (5) competitions in the last 60 months that must meet the <u>Qualification standards for the core public administration by occupational group or classification.</u>		Not met
MT3	The Proposed Resource must have managed a minimum of five (5) competitions in the last 60 months for classification groups in the Information Management (IM) or Information Technology (IT) stream in the Federal, Provincial or Municipal Government.		Met
MT4	The Proposed Resource must have experience managing a minimum of three (3) competitions in the last 60 months involving an external process open to the public.		Met

2. POINT RATED TECHNICAL CRITERIA

Each Technical Bid that meets all the Mandatory Requirements specified above will be evaluated and scored in accordance with the following point-rated evaluation criteria tables. Beside each of the criterion, the Bidder should write the relevant page number(s) from its proposal, which addresses the requirement identified in the criterion. Each criterion should be addressed separately. Point rated technical criterion not addressed will be given a score of zero. The proposed resource will be evaluated against the point rated criteria and must meet the minimum score.

2.1 Senior Staffing Consultant

NAME OF RESOURCE: .

#	Rated Technical Criteria	Scoring Methodology	Points	Comments
RT1	Further to M2, the Proposed Resource should have additional experience preparing the documentation and managing competitions in the last 60 months that must meet the Qualification standards for the core public administration by occupational group or classification, with at least one (1) for the Computer Systems (CS) group. For each additional competition in the last 60 months that meet the criteria 1 point will be assigned to a maximum of 4 points overall.	One (1) additional competition — 1 Two (2) additional competitions — 2 Three (3) additional competitions — 3 Four (4) additional competitions — 4	/4	
RT2	Further to M3, the Proposed Resource should have experience managing competitions in the last 60 months for classification groups in the Information Management (IM) or Information Technology (IT) streams in the Federal, Provincial or Municipal Government. For each additional competition in the last 60 months that meet the criteria 1 point will be assigned to a maximum of 6 points overall.	One (1) additional competition — 1 Two (2) additional competitions — 2 Three (3) additional competitions — 3 Four (4) additional competitions — 4 Five (5) additional competitions — 5 Six (6) additional competitions — 6	/6	
RT3	Further to M4, the Proposed Resource should have additional experience managing competitions in the last 60 months involving an external process, open to the public.	One (1) additional competition — 1 Two (2) additional competitions — 2 Three (3) additional competitions — 3	/4	

NAME OF RESOURCE:

#	Rated Technical Criteria	Scoring Methodology	Points	Comments
	For each additional competition in the last 60 months that meet the criteria 1 point will be assigned to a maximum of 4 points overall.	Four (4) additional competitions: 4		
RT4	The Proposed Resource should have experience managing competitions in the last 60 months that require for each of the competitions all of the following activities: a) Create and monitor a project plan b) Propose evaluation strategies and supporting material; c) Propose rating guides; d) Draft posters/job advertisements; e) coordinating and administrating tests, interviews; coordinating and completing the reference check etc. f) compiling and preparing the final board reports and finalizing the results of the processes For each competition in the last 60 months that meet this criteria 1 point will be assigned to a maximum of 6 points overall.	One (1) additional competition: 1 Two (2) additional competitions: 2 Three (3) additional competitions: 3 Four (4) additional competitions: 4	/4	
		Total Available points:	20	
		Minimum Total Overall Points Required to be declared responsive:	14	
		Total achieved:		

INDIVIDUAL EVALUATION WORKSHEETS

SOLICITATION No.:	1000354702	**TITLE:**	TSPS SA - Senior Staffing Consultant
NAME OF BIDDER:		**RESOURCE NAME:**	

Evaluator:	Marie-Josée Poirier	**Date:**	18/12/2020	**Signature:**	Marie-Josée poirier

EVALUATION SCORE:			
Mandatory Criteria:	Met / Not Met:	**Not Met**	***Not Compliant***
Point-Rated Criteria:	Maximum Score Available:	165 points	***Not Compliant*** *He did not pass the second part. 13/20*
	Minimum Score Required:	120 points	
	Total Points Achieved:	**123 points**	

NOTES:
For any requirements that specify a particular time period (e.g., 2 years) of work experience, Canada will disregard any information about experience if the technical bid does not include the relevant dates (month and year) for the experience claimed (i.e., the start date and end date). Canada will evaluate only the duration that the resource actually worked on a project or projects (from his or her start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.

For work experience to be considered by Canada, the technical bid must not simply indicate the title of the individual's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position. In situations in which a proposed resource worked at the same time on more than one project, the duration of any overlapping time period will be counted only once toward any requirements that relate to the individual's length of experience.

Bid information must be divulged only to individuals authorized to participate in this contracting process. Information must not be divulged to, or discussed with, the trade.

	EXAMPLE OF MEETING THE CRITERIA:	**Met** or **Score obtained**	The Bidder has demonstrated that the proposed resource has the minimum experience required that pertains to this criteria with the following projects: *NOTE: Indicate the Project No. and months counted* Project No. xx / xx months **Total of xx months or projects counted.**
	EXAMPLE OF NOT MEETING THE CRITERIA:	**Not Met** or **Score obtained**	The Bidder did not demonstrate that the proposed resource has the minimum experience required that pertains to this criteria; the following projects were not accepted: *NOTE: Indicate the Project No. and months and* ***must*** *explain* ***why*** *the experience did not meet the criteria in the "Comments" field.* Project No. xx / xx months Comments:
	EXAMPLE OF MEETING AND NOT MEETING THE CRITERIA:	**Not Met** or **Score obtained**	The Bidder did not demonstrate that the proposed resource has the minimum experience required that pertains to this criteria. **The following projects were accepted:** *NOTE: Indicate the Project No. and months counted* Project No. xx / xx months Total of xx months or projects counted. **The following projects were not accepted:** *NOTE: Indicate the Project No. and months and* ***must*** *explain* ***why*** *the experience did not meet the criteria in the "Comments" field.* Project No. xx / xx months Comments:

1. MANDATORY TECHNICAL CRITERIA

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement. Mandatory requirements are evaluated on a simple pass or fail basis. Failure by a Bidder to meet any one of the mandatory requirements will render the Bidder's proposal non-responsive and will not be given further consideration. The treatment of mandatory requirements in any procurement process is absolute. Each criterion should be addressed separately and the criterion not addressed will be considered as "Not Met".

1.1 Senior Staffing Consultant

NAME OF RESOURCE: ____________

#	Mandatory Technical (MT) Criteria	Bidder's Response	
		Comments	Met/Not Met
MT1	The Bidder must demonstrate that the proposed resource meets the requirement of the PSPC TSPS Supply Arrangement Flexible Grid for Staffing Consultant: The Flexible Grid represents a combination of education and experience. A Senior Level Staffing Consultant must have a minimum score of 95. Resource score: ____________ Bidder must provide proof of education and experience at bid closing. The Certification must be relevant to the field of application. Acceptable certifications include but are not limited to those on the following list. Whether listed or not, it is incumbent upon the Bidder to demonstrate the relevance of professional certification(s) to the proposed work. • Certified Staffings (HR) Professional (CHRP) • International Personnel Management Association Certified Professional (IPMA-CP) • International Personnel Management Association Certified Specialist (IPMA-CS) • Successful completion of the Public Service Commission Appointment Framework Knowledge Test • Accreditation in Classification in the Federal Public Service Context • Formal training on the Federal Public Service Classification Standard		Met 110 pts

NAME OF RESOURCE:

#	Mandatory Technical (MT) Criteria	Bidder's Response	
		Comments	Met/Not Met
	• PSC Staffing Certification (issued up to Dec. 2005) • National Staffing Council Certification		
MT2	The Proposed Resource must have prepared the documentation and managed a minimum of five (5) competitions in the last 60 months that must meet the Qualification standards for the core public administration by occupational group or classification.		Not Meet
MT3	The Proposed Resource must have managed a minimum of five (5) competitions in the last 60 months for classification groups in the Information Management (IM) or Information Technology (IT) stream in the Federal, Provincial or Municipal Government.		Meet
MT4	The Proposed Resource must have experience managing a minimum of three (3) competitions in the last 60 months involving an external process open to the public.		Meet

2. POINT RATED TECHNICAL CRITERIA

Each Technical Bid that meets all the Mandatory Requirements specified above will be evaluated and scored in accordance with the following point-rated evaluation criteria tables. Beside each of the criterion, the Bidder should write the relevant page number(s) from its proposal, which addresses the requirement identified in the criterion. Each criterion should be addressed separately. Point rated technical criterion not addressed will be given a score of zero. The proposed resource will be evaluated against the point rated criteria and must meet the minimum score.

2.1 Senior Staffing Consultant

NAME OF RESOURCE:

#	Rated Technical Criteria	Scoring Methodology	Points	Comments
RT1	Further to M2, the Proposed Resource should have additional experience preparing the documentation and managing competitions in the last 60 months that must meet the Qualification standards for the core public administration by occupational group or classification, with at least one (1) for the Computer Systems (CS) group. For each additional competition in the last 60 months that meet the criteria 1 point will be assigned to a maximum of 4 points overall.	One (1) additional competition — 1 Two (2) additional competitions — 2 Three (3) additional competitions — 3 Four (4) additional competitions — 4		
RT2	Further to M3, the Proposed Resource should have experience managing competitions in the last 60 months for classification groups in the Information Management (IM) or Information Technology (IT) streams in the Federal, Provincial or Municipal Government. For each additional competition in the last 60 months that meet the criteria 1 point will be assigned to a maximum of 6 points overall.	One (1) additional competition — 1 Two (2) additional competitions — 2 Three (3) additional competitions — 3 Four (4) additional competitions — 4 Five (5) additional competitions — 5 Six (6) additional competitions — 6		
RT3	Further to M4, the Proposed Resource should have additional experience managing competitions in the last 60 months involving an external process, open to the public.	One (1) additional competition — 1 Two (2) additional competitions — 2 Three (3) additional competitions — 3		

NAME OF RESOURCE:

#	Rated Technical Criteria	Scoring Methodology	Points	Comments
	For each additional competition in the last 60 months that meet the criteria 1 point will be assigned to a maximum of 4 points overall.	Four (4) additional competitions — 4		
RT4	The Proposed Resource should have experience managing competitions in the last 60 months that require for each of the competitions all of the following activities: a) Create and monitor a project plan b) Propose evaluation strategies and supporting material; c) Propose rating guides; d) Draft posters/job advertisements; e) coordinating and administrating tests, interviews; coordinating and completing the reference check etc. f) compiling and preparing the final board reports and finalizing the results of the processes For each competition in the last 60 months that meet this criteria 1 point will be assigned to a maximum of 6 points overall.	One (1) additional competition — 1 Two (2) additional competitions — 2 Three (3) additional competitions — 3 Four (4) additional competitions — 4		
		Total Available points:	20	
		Minimum Total Overall Points Required to be declared responsive:	14	
		Total achieved:	13	

INDIVIDUAL EVALUATION WORKSHEETS

SOLICITATION No.:	1000354702	**TITLE:**	TSPS SA - Senior Staffing Consultant
NAME OF BIDDER:		**RESOURCE NAME:**	

Evaluator:		**Date:**		**Signature:**	

EVALUATION SCORE:			
Mandatory Criteria:	Met / Not Met:		***Compliant or Not Compliant***
Point-Rated Criteria:	Maximum Score Available:	165 points	***Compliant or Not Compliant***
	Minimum Score Required:	120 points	
	Total Points Achieved:	**xx points**	

NOTES:
For any requirements that specify a particular time period (e.g., 2 years) of work experience, Canada will disregard any information about experience if the technical bid does not include the relevant dates (month and year) for the experience claimed (i.e., the start date and end date). Canada will evaluate only the duration that the resource actually worked on a project or projects (from his or her start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.

For work experience to be considered by Canada, the technical bid must not simply indicate the title of the individual's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position. In situations in which a proposed resource worked at the same time on more than one project, the duration of any overlapping time period will be counted only once toward any requirements that relate to the individual's length of experience.

Bid information must be divulged only to individuals authorized to participate in this contracting process. Information must not be divulged to, or discussed with, the trade.

	EXAMPLE OF MEETING THE CRITERIA:	**Met** or **Score obtained**	The Bidder has demonstrated that the proposed resource has the minimum experience required that pertains to this criteria with the following projects: *NOTE: Indicate the Project No. and months counted* Project No. xx / xx months **Total of xx months or projects counted.**
	EXAMPLE OF NOT MEETING THE CRITERIA:	**Not Met** or **Score obtained**	The Bidder did not demonstrate that the proposed resource has the minimum experience required that pertains to this criteria; the following projects were not accepted: *NOTE: Indicate the Project No. and months and* ***must*** *explain* ***why*** *the experience did not meet the criteria in the "Comments" field.* Project No. xx / xx months Comments:
	EXAMPLE OF MEETING AND NOT MEETING THE CRITERIA:	**Not Met** or **Score obtained**	The Bidder did not demonstrate that the proposed resource has the minimum experience required that pertains to this criteria. **The following projects were accepted:** *NOTE: Indicate the Project No. and months counted* Project No. xx / xx months Total of xx months or projects counted. **The following projects were not accepted:** *NOTE: Indicate the Project No. and months and* ***must*** *explain* ***why*** *the experience did not meet the criteria in the "Comments" field.* Project No. xx / xx months Comments:

1. MANDATORY TECHNICAL CRITERIA

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement. Mandatory requirements are evaluated on a simple pass or fail basis. Failure by a Bidder to meet any one of the mandatory requirements will render the Bidder's proposal non-responsive and will not be given further consideration. The treatment of mandatory requirements in any procurement process is absolute. Each criterion should be addressed separately and the criterion not addressed will be considered as "Not Met".

1.1 Senior Staffing Consultant

NAME OF RESOURCE:

#	Mandatory Technical (MT) Criteria	Bidder's Response	
		Comments	Met/Not Met
MT1	The Bidder must demonstrate that the proposed resource meets the requirement of the PSPC TSPS Supply Arrangement Flexible Grid for Staffing Consultant: The Flexible Grid represents a combination of education and experience. A Senior Level Staffing Consultant must have a minimum score of 95. Resource score: ____________ Bidder must provide proof of education and experience at bid closing. The Certification must be relevant to the field of application. Acceptable certifications include but are not limited to those on the following list. Whether listed or not, it is incumbent upon the Bidder to demonstrate the relevance of professional certification(s) to the proposed work. • Certified Staffings (HR) Professional (CHRP) • International Personnel Management Association Certified Professional (IPMA-CP) • International Personnel Management Association Certified Specialist (IPMA-CS) • Successful completion of the Public Service Commission Appointment Framework Knowledge Test • Accreditation in Classification in the Federal Public Service Context • Formal training on the Federal Public Service Classification Standard		

NAME OF RESOURCE:

#	Mandatory Technical (MT) Criteria	Bidder's Response	
		Comments	Met/Not Met
	• PSC Staffing Certification (issued up to Dec. 2005) • National Staffing Council Certification		
MT2	The Proposed Resource must have prepared the documentation and managed a minimum of five (5) competitions in the last 60 months that must meet the Qualification standards for the core public administration by occupational group or classification.		
MT3	The Proposed Resource must have managed a minimum of five (5) competitions in the last 60 months for classification groups in the Information Management (IM) or Information Technology (IT) stream in the Federal, Provincial or Municipal Government.		
MT4	The Proposed Resource must have experience managing a minimum of three (3) competitions in the last 60 months involving an external process open to the public.		

2. POINT RATED TECHNICAL CRITERIA

Each Technical Bid that meets all the Mandatory Requirements specified above will be evaluated and scored in accordance with the following point-rated evaluation criteria tables. Beside each of the criterion, the Bidder should write the relevant page number(s) from its proposal, which addresses the requirement identified in the criterion. Each criterion should be addressed separately. Point rated technical criterion not addressed will be given a score of zero. The proposed resource will be evaluated against the point rated criteria and must meet the minimum score.

2.1 Senior Staffing Consultant

NAME OF RESOURCE:

#	Rated Technical Criteria	Scoring Methodology	Points	Comments
RT1	Further to M2, the Proposed Resource should have additional experience preparing the documentation and managing competitions in the last 60 months that must meet the Qualification standards for the core public administration by occupational group or classification, with at least one (1) for the Computer Systems (CS) group. For each additional competition in the last 60 months that meet the criteria 1 point will be assigned to a maximum of 4 points overall.	One (1) additional competition: 1 Two (2) additional competitions: 2 Three (3) additional competitions: 3 Four (4) additional competitions: 4	/4	
RT2	Further to M3, the Proposed Resource should have experience managing competitions in the last 60 months for classification groups in the Information Management (IM) or Information Technology (IT) streams in the Federal, Provincial or Municipal Government. For each additional competition in the last 60 months that meet the criteria 1 point will be assigned to a maximum of 6 points overall.	One (1) additional competition: 1 Two (2) additional competitions: 2 Three (3) additional competitions: 3 Four (4) additional competitions: 4 Five (5) additional competitions: 5 Six (6) additional competitions: 6	/6	
RT3	Further to M4, the Proposed Resource should have additional experience managing competitions in the last 60 months involving an external process, open to the public.	One (1) additional competition: 1 Two (2) additional competitions: 2 Three (3) additional competitions: 3	/4	

NAME OF RESOURCE:

#	Rated Technical Criteria	Scoring Methodology	Points	Comments
	For each additional competition in the last 60 months that meet the criteria 1 point will be assigned to a maximum of 4 points overall.	Four (4) additional competitions – 4		
RT4	The Proposed Resource should have experience managing competitions in the last 60 months that require for each of the competitions all of the following activities: a) Create and monitor a project plan b) Propose evaluation strategies and supporting material; c) Propose rating guides; d) Draft posters/job advertisements; e) coordinating and administrating tests, interviews; coordinating and completing the reference check etc. f) compiling and preparing the final board reports and finalizing the results of the processes For each competition in the last 60 months that meet this criteria 1 point will be assigned to a maximum of 6 points overall.	One (1) additional competition – 1 Two (2) additional competitions – 2 Three (3) additional competitions – 3 Four (4) additional competitions – 4	/4	
		Total Available points:	20	
		Minimum Total Overall Points Required to be declared responsive:	14	
		Total achieved:		



Canada Border Services Agency | Agence des services frontaliers du Canada

INDIVIDUAL EVALUATION WORKSHEETS

SOLICITATION No.:	1000354702	TITLE:	TSPS SA - Senior Staffing Consultant
NAME OF BIDDER:		RESOURCE NAME:	

Evaluator:	Julie Roy	Date:	Dec. 21, 2020	Signature:	Julie Roy

EVALUATION SCORE:			
Mandatory Criteria:	Met / Not Met:	**Met**	***Compliant***
Point-Rated Criteria:	Maximum Score Available:	20 points	***Not Compliant***
	Minimum Score Required:	14 points	
	Total Points Achieved:	**3 points**	

NOTES:
For any requirements that specify a particular time period (e.g., 2 years) of work experience, Canada will disregard any information about experience if the technical bid does not include the relevant dates (month and year) for the experience claimed (i.e., the start date and end date). Canada will evaluate only the duration that the resource actually worked on a project or projects (from his or her start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.

For work experience to be considered by Canada, the technical bid must not simply indicate the title of the individual's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position. In situations in which a proposed resource worked at the same time on more than one project, the duration of any overlapping time period will be counted only once toward any requirements that relate to the individual's length of experience.

Bid information must be divulged only to individuals authorized to participate in this contracting process. Information must not be divulged to, or discussed with, the trade.

	EXAMPLE OF MEETING THE CRITERIA:	**Met** or **Score obtained**	The Bidder has demonstrated that the proposed resource has the minimum experience required that pertains to this criteria with the following projects: *NOTE: Indicate the Project No. and months counted* Project No. xx / xx months **Total of xx months or projects counted.**
	EXAMPLE OF NOT MEETING THE CRITERIA:	**Not Met** or **Score obtained**	The Bidder did not demonstrate that the proposed resource has the minimum experience required that pertains to this criteria; the following projects were not accepted: *NOTE: Indicate the Project No. and months and* ***must*** *explain* ***why*** *the experience did not meet the criteria in the "Comments" field.* Project No. xx / xx months Comments:
	EXAMPLE OF MEETING AND NOT MEETING THE CRITERIA:	**Not Met** or **Score obtained**	The Bidder did not demonstrate that the proposed resource has the minimum experience required that pertains to this criteria. **The following projects were accepted:** *NOTE: Indicate the Project No. and months counted* Project No. xx / xx months Total of xx months or projects counted. **The following projects were not accepted:** *NOTE: Indicate the Project No. and months and* ***must*** *explain* ***why*** *the experience did not meet the criteria in the "Comments" field.* Project No. xx / xx months Comments:

1. MANDATORY TECHNICAL CRITERIA

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement. Mandatory requirements are evaluated on a simple pass or fail basis. Failure by a Bidder to meet any one of the mandatory requirements will render the Bidder's proposal non-responsive and will not be given further consideration. The treatment of mandatory requirements in any procurement process is absolute. Each criterion should be addressed separately and the criterion not addressed will be considered as "Not Met".

1.1 Senior Staffing Consultant

NAME OF RESOURCE:			
#	Mandatory Technical (MT) Criteria	Bidder's Response	
		Comments	Met/Not Met
MT1	The Bidder must demonstrate that the proposed resource meets the requirement of the PSPC TSPS Supply Arrangement Flexible Grid for Staffing Consultant: The Flexible Grid represents a combination of education and experience. A Senior Level Staffing Consultant must have a minimum score of 95. Resource score : ______110 points_______ Bidder must provide proof of education and experience at bid closing. The Certification must be relevant to the field of application. Acceptable certifications include but are not limited to those on the following list. Whether listed or not, it is incumbent upon the Bidder to demonstrate the relevance of professional certification(s) to the proposed work. • Certified Staffings (HR) Professional (CHRP) • International Personnel Management Association Certified Professional (IPMA-CP) • International Personnel Management Association Certified Specialist (IPMA-CS) • Successful completion of the Public Service Commission Appointment Framework Knowledge Test • Accreditation in Classification in the Federal Public Service Context • Formal training on the Federal Public Service Classification Standard		Met

NAME OF RESOURCE:

#	Mandatory Technical (MT) Criteria	Bidder's Response	
		Comments	Met/Not Met
	• PSC Staffing Certification (issued up to Dec. 2005) • National Staffing Council Certification		
MT2	The Proposed Resource must have prepared the documentation and managed a minimum of five (5) competitions in the last 60 months that must meet the Qualification standards for the core public administration by occupational group or classification.		Met
MT3	The Proposed Resource must have managed a minimum of five (5) competitions in the last 60 months for classification groups in the Information Management (IM) or Information Technology (IT) stream in the Federal, Provincial or Municipal Government.		Met
MT4	The Proposed Resource must have experience managing a minimum of three (3) competitions in the last 60 months involving an external process open to the public.		Met

NAME OF RESOURCE:			
#	Mandatory Technical (MT) Criteria	Bidder's Response	
		Comments	Met/Not Met

2. POINT RATED TECHNICAL CRITERIA

Each Technical Bid that meets all the Mandatory Requirements specified above will be evaluated and scored in accordance with the following point-rated evaluation criteria tables. Beside each of the criterion, the Bidder should write the relevant page number(s) from its proposal, which addresses the requirement identified in the criterion. Each criterion should be addressed separately. Point rated technical criterion not addressed will be given a score of zero. The proposed resource will be evaluated against the point rated criteria and must meet the minimum score.

2.1 Senior Staffing Consultant

NAME OF RESOURCE:				
#	Rated Technical Criteria	Scoring Methodology	Points	Comments
RT1	Further to M2, the Proposed Resource should have additional experience preparing the documentation and managing competitions in the last 60 months that must meet the Qualification standards for the core public administration by occupational group or classification, with at least one (1) for the Computer Systems (CS) group. For each additional competition in the last 60 months that meet the criteria 1 point will be assigned to a maximum of 4 points overall.	One (1) additional competition – 1 Two (2) additional competitions – 2 Three (3) additional competitions – 3 Four (4) additional competitions – 4		

NAME OF RESOURCE:

#	Rated Technical Criteria	Scoring Methodology	Points	Comments
RT2	Further to M3, the Proposed Resource should have experience managing competitions in the last 60 months for classification groups in the Information Management (IM) or Information Technology (IT) streams in the Federal, Provincial or Municipal Government. For each additional competition in the last 60 months that meet the criteria 1 point will be assigned to a maximum of 6 points overall.	One (1) additional competition — 1 Two (2) additional competitions — 2 Three (3) additional competitions — 3 Four (4) additional competitions — 4 Five (5) additional competitions — 5 Six (6) additional competitions — 6		
RT3	Further to M4, the Proposed Resource should have additional experience managing competitions in the last 60 months involving an external process, open to the public. For each additional competition in the last 60 months that meet the criteria 1 point will be assigned to a maximum of 4 points overall.	One (1) additional competition — 1 Two (2) additional competitions — 2 Three (3) additional competitions — 3 Four (4) additional competitions — 4		
RT4	The Proposed Resource should have experience managing competitions in the last 60 months that require for each of the competitions all of the following activities: a) Create and monitor a project plan b) Propose evaluation strategies and supporting material; c) Propose rating guides; d) Draft posters/job advertisements; e) coordinating and administrating tests, interviews; coordinating and completing the reference check etc. f) compiling and preparing the final board reports and finalizing the results of the processes For each competition in the last 60 months	One (1) additional competition — 1 Two (2) additional competitions — 2 Three (3) additional competitions — 3 Four (4) additional competitions — 4		

NAME OF RESOURCE:

#	Rated Technical Criteria	Scoring Methodology	Points	Comments
	that meet this criteria 1 point will be assigned to a maximum of 6 points overall.			
		Total Available points:	20	
		Minimum Total Overall Points Required to be declared responsive:	14	
		Total achieved:	3	

INDIVIDUAL EVALUATION WORKSHEETS

SOLICITATION No.:	1000354702	**TITLE:**	TSPS SA - Senior Staffing Consultant
NAME OF BIDDER:		**RESOURCE NAME:**	

Evaluator:	Meaghan Conrod	**Date:**	2021-01-04	**Signature:**	

EVALUATION SCORE:			
Mandatory Criteria:	Met / Not Met:	**Met (tentative)**	***Compliant or Not Compliant***
Point-Rated Criteria:	Maximum Score Available:	165 points	***Compliant or Not Compliant***
	Minimum Score Required:	120 points	
	Total Points Achieved:	**113 points (not compliant)**	

NOTES:
For any requirements that specify a particular time period (e.g., 2 years) of work experience, Canada will disregard any information about experience if the technical bid does not include the relevant dates (month and year) for the experience claimed (i.e., the start date and end date). Canada will evaluate only the duration that the resource actually worked on a project or projects (from his or her start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.

For work experience to be considered by Canada, the technical bid must not simply indicate the title of the individual's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position. In situations in which a proposed resource worked at the same time on more than one project, the duration of any overlapping time period will be counted only once toward any requirements that relate to the individual's length of experience.

Bid information must be divulged only to individuals authorized to participate in this contracting process. Information must not be divulged to, or discussed with, the trade.

	EXAMPLE OF MEETING THE CRITERIA:	**Met** or **Score obtained**	The Bidder has demonstrated that the proposed resource has the minimum experience required that pertains to this criteria with the following projects: *NOTE: Indicate the Project No. and months counted* Project No. xx / xx months **Total of xx months or projects counted.**
	EXAMPLE OF NOT MEETING THE CRITERIA:	**Not Met** or **Score obtained**	The Bidder did not demonstrate that the proposed resource has the minimum experience required that pertains to this criteria; the following projects were not accepted: *NOTE: Indicate the Project No. and months and* ***must*** *explain* ***why*** *the experience did not meet the criteria in the "Comments" field.* Project No. xx / xx months Comments:
	EXAMPLE OF MEETING AND NOT MEETING THE CRITERIA:	**Not Met** or **Score obtained**	The Bidder did not demonstrate that the proposed resource has the minimum experience required that pertains to this criteria. **The following projects were accepted:** *NOTE: Indicate the Project No. and months counted* Project No. xx / xx months Total of xx months or projects counted. **The following projects were not accepted:** *NOTE: Indicate the Project No. and months and* ***must*** *explain* ***why*** *the experience did not meet the criteria in the "Comments" field.* Project No. xx / xx months Comments:

1. MANDATORY TECHNICAL CRITERIA

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement. Mandatory requirements are evaluated on a simple pass or fail basis. Failure by a Bidder to meet any one of the mandatory requirements will render the Bidder's proposal non-responsive and will not be given further consideration. The treatment of mandatory requirements in any procurement process is absolute. Each criterion should be addressed separately and the criterion not addressed will be considered as "Not Met".

1.1 Senior Staffing Consultant

NAME OF RESOURCE:

#	Mandatory Technical (MT) Criteria	Bidder's Response	
		Comments	Met/Not Met
MT1	The Bidder must demonstrate that the proposed resource meets the requirement of the PSPC TSPS Supply Arrangement Flexible Grid for Staffing Consultant: The Flexible Grid represents a combination of education and experience. A Senior Level Staffing Consultant must have a minimum score of 95. Resource score : ____________ Bidder must provide proof of education and experience at bid closing. The Certification must be relevant to the field of application. Acceptable certifications include but are not limited to those on the following list. Whether listed or not, it is incumbent upon the Bidder to demonstrate the relevance of professional certification(s) to the proposed work. • Certified Staffings (HR) Professional (CHRP) • International Personnel Management Association Certified Professional (IPMA-CP) • International Personnel Management Association Certified Specialist (IPMA-CS) • Successful completion of the Public Service Commission Appointment Framework Knowledge Test • Accreditation in Classification in the Federal Public Service Context • Formal training on the Federal Public Service Classification Standard		Met: 110pts

NAME OF RESOURCE:

#	Mandatory Technical (MT) Criteria	Bidder's Response	
		Comments	Met/Not Met
	• PSC Staffing Certification (issued up to Dec. 2005) • National Staffing Council Certification		
MT2	The Proposed Resource must have prepared the documentation and managed a minimum of five (5) competitions in the last 60 months that must meet the <u>Qualification standards for the core public administration by occupational group or classification.</u>		Met
MT3	The Proposed Resource must have managed a minimum of five (5) competitions in the last 60 months for classification groups in the Information Management (IM) or Information Technology (IT) stream in the Federal, Provincial or Municipal Government.		Tentatively met
MT4	The Proposed Resource must have experience managing a minimum of three (3) competitions in the last 60 months involving an external process open to the public.		Met

2. POINT RATED TECHNICAL CRITERIA

Each Technical Bid that meets all the Mandatory Requirements specified above will be evaluated and scored in accordance with the following point-rated evaluation criteria tables. Beside each of the criterion, the Bidder should write the relevant page number(s) from its proposal, which addresses the requirement identified in the criterion. Each criterion should be addressed separately. Point rated technical criterion not addressed will be given a score of zero. The proposed resource will be evaluated against the point rated criteria and must meet the minimum score.

2.1 Senior Staffing Consultant

NAME OF RESOURCE:

#	Rated Technical Criteria	Scoring Methodology	Points	Comments
RT1	Further to M2, the Proposed Resource should have additional experience preparing the documentation and managing competitions in the last 60 months that must meet the Qualification standards for the core public administration by occupational group or classification, with at least one (1) for the Computer Systems (CS) group. For each additional competition in the last 60 months that meet the criteria 1 point will be assigned to a maximum of 4 points overall.	One (1) additional competition – 1 Two (2) additional competitions – 2 Three (3) additional competitions – 3 Four (4) additional competitions – 4		
RT2	Further to M3, the Proposed Resource should have experience managing competitions in the last 60 months for classification groups in the Information Management (IM) or Information Technology (IT) streams in the Federal, Provincial or Municipal Government. For each additional competition in the last 60 months that meet the criteria 1 point will be assigned to a maximum of 6 points overall.	One (1) additional competition – 1 Two (2) additional competitions – 2 Three (3) additional competitions – 3 Four (4) additional competitions – 4 Five (5) additional competitions – 5 Six (6) additional competitions – 6		
RT3	Further to M4, the Proposed Resource should have additional experience managing competitions in the last 60 months involving an external process, open to the public.	One (1) additional competition – 1 Two (2) additional competitions – 2 Three (3) additional competitions – 3		

NAME OF RESOURCE:

#	Rated Technical Criteria	Scoring Methodology	Points	Comments
	For each additional competition in the last 60 months that meet the criteria 1 point will be assigned to a maximum of 4 points overall.	Four (4) additional competitions: 4		
RT4	The Proposed Resource should have experience managing competitions in the last 60 months that require for each of the competitions all of the following activities: a) Create and monitor a project plan b) Propose evaluation strategies and supporting material; c) Propose rating guides; d) Draft posters/job advertisements; e) coordinating and administrating tests, interviews; coordinating and completing the reference check etc. f) compiling and preparing the final board reports and finalizing the results of the processes For each competition in the last 60 months that meet this criteria 1 point will be assigned to a maximum of 6 points overall.	One (1) additional competition: 1 Two (2) additional competitions: 2 Three (3) additional competitions: 3 Four (4) additional competitions: 4		
		Total Available points:	20	
		Minimum Total Overall Points Required to be declared responsive:	14	
		Total achieved:	3	

INDIVIDUAL EVALUATION WORKSHEETS

SOLICITATION No.:	1000354702	TITLE:	TSPS SA - Senior Staffing Consultant
NAME OF BIDDER:		RESOURCE NAME:	

Evaluator:	Marie-Josée Poirier	Date:	17/12/2020	Signature:	Marie-Josée Poirier

EVALUATION SCORE:			
Mandatory Criteria:	Met / Not Met:	**Met**	***Compliant***
Point-Rated Criteria:	Maximum Score Available:	165 points	***Not Compliant*** *She did not pass the second part 3/20*
	Minimum Score Required:	**120** points	
	Total Points Achieved:	**113 points**	

NOTES:
For any requirements that specify a particular time period (e.g., 2 years) of work experience, Canada will disregard any information about experience if the technical bid does not include the relevant dates (month and year) for the experience claimed (i.e., the start date and end date). Canada will evaluate only the duration that the resource actually worked on a project or projects (from his or her start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.

For work experience to be considered by Canada, the technical bid must not simply indicate the title of the individual's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position. In situations in which a proposed resource worked at the same time on more than one project, the duration of any overlapping time period will be counted only once toward any requirements that relate to the individual's length of experience.

Bid information must be divulged only to individuals authorized to participate in this contracting process. Information must not be divulged to, or discussed with, the trade.

	EXAMPLE OF MEETING THE CRITERIA:	**Met** or **Score obtained**	The Bidder has demonstrated that the proposed resource has the minimum experience required that pertains to this criteria with the following projects: *NOTE: Indicate the Project No. and months counted* Project No. xx / xx months **Total of xx months or projects counted.**
	EXAMPLE OF NOT MEETING THE CRITERIA:	**Not Met** or **Score obtained**	The Bidder did not demonstrate that the proposed resource has the minimum experience required that pertains to this criteria; the following projects were not accepted: *NOTE: Indicate the Project No. and months and* ***must*** *explain* ***why*** *the experience did not meet the criteria in the "Comments" field.* Project No. xx / xx months Comments:
	EXAMPLE OF MEETING AND NOT MEETING THE CRITERIA:	**Not Met** or **Score obtained**	The Bidder did not demonstrate that the proposed resource has the minimum experience required that pertains to this criteria. **The following projects were accepted:** *NOTE: Indicate the Project No. and months counted* Project No. xx / xx months Total of xx months or projects counted. **The following projects were not accepted:** *NOTE: Indicate the Project No. and months and* ***must*** *explain* ***why*** *the experience did not meet the criteria in the "Comments" field.* Project No. xx / xx months Comments:

1. MANDATORY TECHNICAL CRITERIA

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement. Mandatory requirements are evaluated on a simple pass or fail basis. Failure by a Bidder to meet any one of the mandatory requirements will render the Bidder's proposal non-responsive and will not be given further consideration. The treatment of mandatory requirements in any procurement process is absolute. Each criterion should be addressed separately and the criterion not addressed will be considered as "Not Met".

1.1 Senior Staffing Consultant

NAME OF RESOURCE:

#	Mandatory Technical (MT) Criteria	Bidder's Response	
		Comments	Met/Not Met
MT1	The Bidder must demonstrate that the proposed resource meets the requirement of the PSPC TSPS Supply Arrangement Flexible Grid for Staffing Consultant: The Flexible Grid represents a combination of education and experience. A Senior Level Staffing Consultant must have a minimum score of 95. Resource score: ____________ Bidder must provide proof of education and experience at bid closing. The Certification must be relevant to the field of application. Acceptable certifications include but are not limited to those on the following list. Whether listed or not, it is incumbent upon the Bidder to demonstrate the relevance of professional certification(s) to the proposed work. • Certified Staffings (HR) Professional (CHRP) • International Personnel Management Association Certified Professional (IPMA-CP) • International Personnel Management Association Certified Specialist (IPMA-CS) • Successful completion of the Public Service Commission Appointment Framework Knowledge Test • Accreditation in Classification in the Federal Public Service Context • Formal training on the Federal Public Service Classification Standard		Met 110 pts

NAME OF RESOURCE:

#	Mandatory Technical (MT) Criteria	Bidder's Response	
		Comments	Met/Not Met
	• PSC Staffing Certification (issued up to Dec. 2005) • National Staffing Council Certification		
MT2	The Proposed Resource must have prepared the documentation and managed a minimum of five (5) competitions in the last 60 months that must meet the Qualification standards for the core public administration by occupational group or classification.		Met
MT3	The Proposed Resource must have managed a minimum of five (5) competitions in the last 60 months for classification groups in the Information Management (IM) or Information Technology (IT) stream in the Federal, Provincial or Municipal Government.		Met
MT4	The Proposed Resource must have experience managing a minimum of three (3) competitions in the last 60 months involving an external process open to the public.		Met

2. POINT RATED TECHNICAL CRITERIA

Each Technical Bid that meets all the Mandatory Requirements specified above will be evaluated and scored in accordance with the following point-rated evaluation criteria tables. Beside each of the criterion, the Bidder should write the relevant page number(s) from its proposal, which addresses the requirement identified in the criterion. Each criterion should be addressed separately. Point rated technical criterion not addressed will be given a score of zero. The proposed resource will be evaluated against the point rated criteria and must meet the minimum score.

2.1 Senior Staffing Consultant

NAME OF RESOURCE:

#	Rated Technical Criteria	Scoring Methodology	Points	Comments
RT1	Further to M2, the Proposed Resource should have additional experience preparing the documentation and managing competitions in the last 60 months that must meet the Qualification standards for the core public administration by occupational group or classification, with at least one (1) for the Computer Systems (CS) group. For each additional competition in the last 60 months that meet the criteria 1 point will be assigned to a maximum of 4 points overall.	One (1) additional competition – 1 Two (2) additional competitions – 2 Three (3) additional competitions – 3 Four (4) additional competitions – 4		
RT2	Further to M3, the Proposed Resource should have experience managing competitions in the last 60 months for classification groups in the Information Management (IM) or Information Technology (IT) streams in the Federal, Provincial or Municipal Government. For each additional competition in the last 60 months that meet the criteria 1 point will be assigned to a maximum of 6 points overall.	One (1) additional competition – 1 Two (2) additional competitions – 2 Three (3) additional competitions – 3 Four (4) additional competitions – 4 Five (5) additional competitions – 5 Six (6) additional competitions – 6		

NAME OF RESOURCE:

#	Rated Technical Criteria	Scoring Methodology	Points	Comments
RT3	Further to M4, the Proposed Resource should have additional experience managing competitions in the last 60 months involving an external process, open to the public. For each additional competition in the last 60 months that meet the criteria 1 point will be assigned to a maximum of 4 points overall.	One (1) additional competition — 1 Two (2) additional competitions — 2 Three (3) additional competitions — 3 Four (4) additional competitions — 4		
RT4	The Proposed Resource should have experience managing competitions in the last 60 months that require for each of the competitions all of the following activities: a) Create and monitor a project plan b) Propose evaluation strategies and supporting material; c) Propose rating guides; d) Draft posters/job advertisements; e) coordinating and administrating tests, interviews; coordinating and completing the reference check etc. f) compiling and preparing the final board reports and finalizing the results of the processes For each competition in the last 60 months that meet this criteria 1 point will be assigned to a maximum of 6 points overall.	One (1) additional competition — 1 Two (2) additional competitions — 2 Three (3) additional competitions — 3 Four (4) additional competitions — 4		
		Total Available points:	20	
		Minimum Total Overall Points Required to be declared responsive:	14	
		Total achieved:	3	

INDIVIDUAL EVALUATION WORKSHEETS

SOLICITATION No.:	1000354702	**TITLE:**	TSPS SA - Senior Staffing Consultant
NAME OF BIDDER:		**RESOURCE NAME:**	

Evaluator:		**Date:**		**Signature:**	

EVALUATION SCORE:			
Mandatory Criteria:	Met / Not Met:		***Compliant or Not Compliant***
Point-Rated Criteria:	Maximum Score Available:	165 points	***Compliant or Not Compliant***
	Minimum Score Required:	120 points	
	Total Points Achieved:	**xx points**	

NOTES:

For any requirements that specify a particular time period (e.g., 2 years) of work experience, Canada will disregard any information about experience if the technical bid does not include the relevant dates (month and year) for the experience claimed (i.e., the start date and end date). Canada will evaluate only the duration that the resource actually worked on a project or projects (from his or her start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.

For work experience to be considered by Canada, the technical bid must not simply indicate the title of the individual's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position. In situations in which a proposed resource worked at the same time on more than one project, the duration of any overlapping time period will be counted only once toward any requirements that relate to the individual's length of experience.

Bid information must be divulged only to individuals authorized to participate in this contracting process. Information must not be divulged to, or discussed with, the trade.

	EXAMPLE OF MEETING THE CRITERIA:	**Met** or **Score obtained**	The Bidder has demonstrated that the proposed resource has the minimum experience required that pertains to this criteria with the following projects: *NOTE: Indicate the Project No. and months counted* Project No. xx / xx months **Total of xx months or projects counted.**
	EXAMPLE OF NOT MEETING THE CRITERIA:	**Not Met** or **Score obtained**	The Bidder did not demonstrate that the proposed resource has the minimum experience required that pertains to this criteria; the following projects were not accepted: *NOTE: Indicate the Project No. and months and* ***must*** *explain* ***why*** *the experience did not meet the criteria in the "Comments" field.* Project No. xx / xx months Comments:
	EXAMPLE OF MEETING AND NOT MEETING THE CRITERIA:	**Not Met** or **Score obtained**	The Bidder did not demonstrate that the proposed resource has the minimum experience required that pertains to this criteria. **The following projects were accepted:** *NOTE: Indicate the Project No. and months counted* Project No. xx / xx months Total of xx months or projects counted. **The following projects were not accepted:** *NOTE: Indicate the Project No. and months and* ***must*** *explain* ***why*** *the experience did not meet the criteria in the "Comments" field.* Project No. xx / xx months Comments:

1. MANDATORY TECHNICAL CRITERIA

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement. Mandatory requirements are evaluated on a simple pass or fail basis. Failure by a Bidder to meet any one of the mandatory requirements will render the Bidder's proposal non-responsive and will not be given further consideration. The treatment of mandatory requirements in any procurement process is absolute. Each criterion should be addressed separately and the criterion not addressed will be considered as "Not Met".

1.1 Senior Staffing Consultant

NAME OF RESOURCE:

#	Mandatory Technical (MT) Criteria	Bidder's Response	
		Comments	Met/Not Met
MT1	The Bidder must demonstrate that the proposed resource meets the requirement of the PSPC TSPS Supply Arrangement Flexible Grid for Staffing Consultant: The Flexible Grid represents a combination of education and experience. A Senior Level Staffing Consultant must have a minimum score of 95. Resource score: ____________ Bidder must provide proof of education and experience at bid closing. The Certification must be relevant to the field of application. Acceptable certifications include but are not limited to those on the following list. Whether listed or not, it is incumbent upon the Bidder to demonstrate the relevance of professional certification(s) to the proposed work. • Certified Staffings (HR) Professional (CHRP) • International Personnel Management Association Certified Professional (IPMA-CP) • International Personnel Management Association Certified Specialist (IPMA-CS) • Successful completion of the Public Service Commission Appointment Framework Knowledge Test • Accreditation in Classification in the Federal Public Service Context • Formal training on the Federal Public Service Classification Standard		

NAME OF RESOURCE:			
#	Mandatory Technical (MT) Criteria	Bidder's Response	
		Comments	Met/Not Met
	• PSC Staffing Certification (issued up to Dec. 2005) • National Staffing Council Certification		
MT2	The Proposed Resource must have prepared the documentation and managed a minimum of five (5) competitions in the last 60 months that must meet the Qualification standards for the core public administration by occupational group or classification.		
MT3	The Proposed Resource must have managed a minimum of five (5) competitions in the last 60 months for classification groups in the Information Management (IM) or Information Technology (IT) stream in the Federal, Provincial or Municipal Government.		
MT4	The Proposed Resource must have experience managing a minimum of three (3) competitions in the last 60 months involving an external process open to the public.		

2. POINT RATED TECHNICAL CRITERIA

Each Technical Bid that meets all the Mandatory Requirements specified above will be evaluated and scored in accordance with the following point-rated evaluation criteria tables. Beside each of the criterion, the Bidder should write the relevant page number(s) from its proposal, which addresses the requirement identified in the criterion. Each criterion should be addressed separately. Point rated technical criterion not addressed will be given a score of zero. The proposed resource will be evaluated against the point rated criteria and must meet the minimum score.

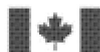
2.1 Senior Staffing Consultant

NAME OF RESOURCE:

#	Rated Technical Criteria	Scoring Methodology	Points	Comments
RT1	Further to M2, the Proposed Resource should have additional experience preparing the documentation and managing competitions in the last 60 months that must meet the Qualification standards for the core public administration by occupational group or classification, with at least one (1) for the Computer Systems (CS) group. For each additional competition in the last 60 months that meet the criteria 1 point will be assigned to a maximum of 4 points overall.	One (1) additional competition: 1 Two (2) additional competitions: 2 Three (3) additional competitions: 3 Four (4) additional competitions: 4	/4	
RT2	Further to M3, the Proposed Resource should have experience managing competitions in the last 60 months for classification groups in the Information Management (IM) or Information Technology (IT) streams in the Federal, Provincial or Municipal Government. For each additional competition in the last 60 months that meet the criteria 1 point will be assigned to a maximum of 6 points overall.	One (1) additional competition: 1 Two (2) additional competitions: 2 Three (3) additional competitions: 3 Four (4) additional competitions: 4 Five (5) additional competitions: 5 Six (6) additional competitions: 6	/6	
RT3	Further to M4, the Proposed Resource should have additional experience managing competitions in the last 60 months involving an external process, open to the public.	One (1) additional competition: 1 Two (2) additional competitions: 2 Three (3) additional competitions: 3	/4	

NAME OF RESOURCE:

#	Rated Technical Criteria	Scoring Methodology	Points	Comments
	For each additional competition in the last 60 months that meet the criteria 1 point will be assigned to a maximum of 4 points overall.	Four (4) additional competitions: 4		
RT4	The Proposed Resource should have experience managing competitions in the last 60 months that require for each of the competitions all of the following activities: a) Create and monitor a project plan b) Propose evaluation strategies and supporting material; c) Propose rating guides; d) Draft posters/job advertisements; e) coordinating and administrating tests, interviews; coordinating and completing the reference check etc. f) compiling and preparing the final board reports and finalizing the results of the processes For each competition in the last 60 months that meet this criteria 1 point will be assigned to a maximum of 6 points overall.	One (1) additional competition: 1 Two (2) additional competitions: 2 Three (3) additional competitions: 3 Four (4) additional competitions: 4	/4	
		Total Available points:	20	
		Minimum Total Overall Points Required to be declared responsive:	14	
		Total achieved:		



Canada Border Services Agency | Agence des services frontaliers du Canada

January 13, 2021

Canada Border Services Agency
355 North River Road
17th Floor
Ottawa ON, K1A 0L8

Subject: Solicitation No. 1000354702

Thank you for your bid submitted in response to our request for TSPS SA – Senior Staffing Consultant.

This is to inform you that a contract will not be awarded to you for this requirement. A contract has been awarded to the successful bid submitted by the bidder indicated in the table below in response to the above-noted solicitation. The price of the awarded contract is also indicated in the table below which includes the Goods and Services Tax/Harmonized Sales Tax, as applicable. The CBSA received five (5) bids and evaluated five (5) resources.

	Name of bidder	Value of contract awarded
Successful bid:	Adirondack Information Management Inc., The AIM Group Inc. in Joint Venture	$110,062.00

Although your bid was found to be responsive to the mandatory requirements of the solicitation, it did not achieve the highest-ranking under the evaluation methodology described in the solicitation.

For your information and to assist you in responding to future solicitations, you are informed that your bid was evaluated as follows in comparison to the successful bid:

Comparison	Technical Score (70%)	Financial Score (30%)
Successful bid:	70	30

I would like to thank you for submitting your bid and your interest in being a supplier to the Government of Canada. Your participation is appreciated, and I hope that you will continue to bid on procurement opportunities offered by Canada Border Services Agency.

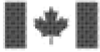
Should you require further information regarding the evaluation of your bid, please do not hesitate to contact me within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

If you have any concerns relating to the procurement process, please refer to the Recourse Mechanisms page on the Buyandsell.gc.ca website. Please note that there are strict deadlines for filing complaints with the Canadian International Trade Tribunal (CITT) or the Office of the Procurement Ombudsman (OPO).

Thank you / Merci

Meagan Leclair

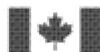
A/ Senior Contracting Officer
Strategic Procurement Division (SPD), Operations (OPS) | Finance and Corporate Management Branch
Canada Border Services Agency | Government of Canada
355 North River Road, Vanier Tower B, 17th Floor, Ottawa, Ontario, K1A 0L8



Canada Border Services Agency | Agence des services frontaliers du Canada

Meagan.Leclair@cbsa-asfc.gc.ca | 343-551-6907

A/ Agent principal des marchés
Division de l'approvisionnement stratégiques (DAS), Operations (OPS) | Direction générale des finances et de la gestion organisationnelle
Agence des services frontaliers du Canada | Gouvernement du Canada
355 rue North River, Tour B, 17eime étage, Ottawa, Ontario, K1A 0L8
Meagan.Leclair@cbsa-asfc.gc.ca | 343-551-6907



Canada Border Services Agency | Agence des services frontaliers du Canada

January 13, 2021

Canada Border Services Agency
355 North River Road
17th Floor
Ottawa ON, K1A 0L8

Subject: Solicitation No. 1000354702

Thank you for your bid submitted in response to our request for TSPS SA – Senior Staffing Consultant.

This is to inform you that a contract will not be awarded to you for this requirement. A contract has been awarded to the successful bid submitted by the bidder indicated in the table below in response to the above-noted solicitation. The price of the awarded contract is also indicated in the table below which includes the Goods and Services Tax/Harmonized Sales Tax, as applicable. The CBSA received five (5) bids and evaluated five (5) resources.

	Name of bidder	Value of contract awarded
Successful bid:	Adirondack Information Management Inc., The AIM Group Inc. in Joint Venture	$110,062.00

As indicated in the solicitation, a bid was required to meet each and every mandatory requirement. Unfortunately, the evaluating team determined that your bid did not comply with all the mandatory requirements of the solicitation, including the following:

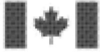
As a result of finding your bid to be non-responsive, your bid was disqualified and Canada did not proceed with your evaluation and did not determine a technical score for your bid.

For your information and to assist you in responding to future solicitations, you are informed that your bid was evaluated as follows in comparison to the successful bid:

Comparison	Technical Score (70%)	Financial Score (30%)
Successful bid:	70	30

I would like to thank you for submitting your bid and your interest in being a supplier to the Government of Canada. Your participation is appreciated, and I hope that you will continue to bid on procurement opportunities offered by Canada Border Services Agency.

Should you require further information regarding the evaluation of your bid, please do not hesitate to contact me within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.



Canada Border Services Agency | Agence des services frontaliers du Canada

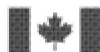
If you have any concerns relating to the procurement process, please refer to the Recourse Mechanisms page on the Buyandsell.gc.ca website. Please note that there are strict deadlines for filing complaints with the Canadian International Trade Tribunal (CITT) or the Office of the Procurement Ombudsman (OPO).

Thank you / Merci

Meagan Leclair

A/ Senior Contracting Officer
Strategic Procurement Division (SPD), Operations (OPS) | Finance and Corporate Management Branch
Canada Border Services Agency | Government of Canada
355 North River Road, Vanier Tower B, 17th Floor, Ottawa, Ontario, K1A 0L8
Meagan.Leclair@cbsa-asfc.gc.ca | ☎ 343-551-6907

A/ Agent principal des marchés
Division de l’approvisionnement stratégiques (DAS), Operations (OPS) | Direction générale des finances et de la gestion organisationnelle
Agence des services frontaliers du Canada | Gouvernement du Canada
355 rue North River, Tour B, 17eime étage, Ottawa, Ontario, K1A 0L8
Meagan.Leclair@cbsa-asfc.gc.ca | ☎ 343-551-6907



Canada Border Services Agency | Agence des services frontaliers du Canada

January 13, 2021

Canada Border Services Agency
355 North River Road
17th Floor
Ottawa ON, K1A 0L8

Subject: Solicitation No. 1000354702

Thank you for your bid submitted in response to our request for TSPS SA – Senior Staffing Consultant.

This is to inform you that a contract will not be awarded to you for this requirement. A contract has been awarded to the successful bid submitted by the bidder indicated in the table below in response to the above-noted solicitation. The price of the awarded contract is also indicated in the table below which includes the Goods and Services Tax/Harmonized Sales Tax, as applicable. The CBSA received five (5) bids and evaluated five (5) resources.

	Name of bidder	Value of contract awarded
Successful bid:	Adirondack Information Management Inc., The AIM Group Inc. in Joint Venture	$110,062.00

As indicated in the solicitation, a bid was required to meet each and every mandatory requirement. Unfortunately, the evaluating team determined that your bid did not comply with all the mandatory requirements of the solicitation, including the following:

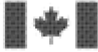
As a result of finding your bid to be non-responsive, your bid was disqualified and Canada did not proceed with your evaluation and did not determine a technical score for your bid.

For your information and to assist you in responding to future solicitations, you are informed that your bid was evaluated as follows in comparison to the successful bid:

Comparison	Technical Score (70%)	Financial Score (30%)
Successful bid:	70	30

I would like to thank you for submitting your bid and your interest in being a supplier to the Government of Canada. Your participation is appreciated, and I hope that you will continue to bid on procurement opportunities offered by Canada Border Services Agency.

Should you require further information regarding the evaluation of your bid, please do not hesitate to contact me within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.



Canada Border Services Agency | Agence des services frontaliers du Canada

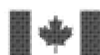
If you have any concerns relating to the procurement process, please refer to the Recourse Mechanisms page on the Buyandsell.gc.ca website. Please note that there are strict deadlines for filing complaints with the Canadian International Trade Tribunal (CITT) or the Office of the Procurement Ombudsman (OPO).

Thank you / Merci

____
Meagan Leclair

A/ Senior Contracting Officer
Strategic Procurement Division (SPD), Operations (OPS) | Finance and Corporate Management Branch
Canada Border Services Agency | Government of Canada
355 North River Road, Vanier Tower B, 17th Floor, Ottawa, Ontario, K1A 0L8
Meagan.Leclair@cbsa-asfc.gc.ca | 343-551-6907

A/ Agent principal des marchés
Division de l'approvisionnement stratégiques (DAS), Operations (OPS) | Direction générale des finances et de la gestion organisationnelle
Agence des services frontaliers du Canada | Gouvernement du Canada
355 rue North River, Tour B, 17eime étage, Ottawa, Ontario, K1A 0L8
Meagan.Leclair@cbsa-asfc.gc.ca | 343-551-6907



Canada Border Services Agency | Agence des services frontaliers du Canada

January 13, 2021

Canada Border Services Agency
355 North River Road
17th Floor
Ottawa ON, K1A 0L8

Subject: Solicitation No. 1000354702

Thank you for your bid submitted in response to our request for TSPS SA – Senior Staffing Consultant.

This is to inform you that a contract will not be awarded to you for this requirement. A contract has been awarded to the successful bid submitted by the bidder indicated in the table below in response to the above-noted solicitation. The price of the awarded contract is also indicated in the table below which includes the Goods and Services Tax/Harmonized Sales Tax, as applicable. The CBSA received five (5) bids and evaluated five (5) resources.

	Name of bidder	Value of contract awarded
Successful bid:	Adirondack Information Management Inc., The AIM Group Inc. in Joint Venture	$110,062.00

As indicated in the solicitation, a bid was required to meet each and every mandatory requirement. Unfortunately, the evaluating team determined that your bid did not comply with all the mandatory requirements of the solicitation, including the following:

As a result of finding your bid to be non-responsive, your bid was disqualified and Canada did not proceed with your financial evaluation and did not determine a financial score for your bid.

For your information and to assist you in responding to future solicitations, you are informed that your bid was evaluated as follows in comparison to the successful bid:

Comparison	Technical Score (70%)	Financial Score (30%)
Successful bid:	70	30

I would like to thank you for submitting your bid and your interest in being a supplier to the Government of Canada. Your participation is appreciated, and I hope that you will continue to bid on procurement opportunities offered by Canada Border Services Agency.

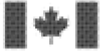
Should you require further information regarding the evaluation of your bid, please do not hesitate to contact me within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

If you have any concerns relating to the procurement process, please refer to the Recourse Mechanisms page on the Buyandsell.gc.ca website. Please note that there are strict deadlines for filing complaints with the Canadian International Trade Tribunal (CITT) or the Office of the Procurement Ombudsman (OPO).

Thank you / Merci

Meagan Leclair

A/ Senior Contracting Officer
Strategic Procurement Division (SPD), Operations (OPS) | Finance and Corporate Management Branch

 Canada Border Services Agency | Agence des services frontaliers du Canada

Canada Border Services Agency | Government of Canada
355 North River Road, Vanier Tower B, 17th Floor, Ottawa, Ontario, K1A 0L8
Meagan.Leclair@cbsa-asfc.gc.ca | 343-551-6907

A/ Agent principal des marchés
Division de l'approvisionnement stratégiques (DAS), Operations (OPS) | Direction générale des finances et de la gestion organisationnelle
Agence des services frontaliers du Canada | Gouvernement du Canada
355 rue North River, Tour B, 17eime étage, Ottawa, Ontario, K1A 0L8
Meagan.Leclair@cbsa-asfc.gc.ca | 343-551-6907